

Disclaimer

As of the approval date, the Board of Trustees hereby declares the document which follows is the approved Policy Manual of the Wayne County Community College District, Wayne County, Michigan. The Policy Manual is intended for the guidance and benefit of all the citizens, students, employees, officials, and elected and appointed officials of the College.

The document herein contains the most complete body of subjects which will protect the interest of all. The document evolved from the Community College Act, as amended by the State Legislature, and the Bylaws of the College. The Policy Manual sincerely acknowledges collective bargaining agreements and other Federal, State, and other legal documents which affect the operations, mission, and goals of the community as of this date.

This Policy Manual is subject to changes and amendments by action of the Board of Trustees at any future date.

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1.1 MEMBERS OF THE BOARD - Eligibility/Elections

(Excerpts from Laws, Statutes, and Constitutional Provisions Affecting Community Colleges, Public Act 331, 1966)

1.1.1 Eligibility

Any candidate for the office of board member representing a trustee district or a person appointed to fill a vacancy shall be 18 years of age or older at the time of his or her election or appointment and shall be a registered school elector residing in the trustee district in which the person becomes a candidate or which the person is appointed to represent. If a member representing a trustee district ceases to reside in the trustee district during the trustee's term of office, it shall constitute a vacating of office.

(389.83(5))

1.1.2 Time of Elections

Each candidate for trustee shall be nominated at a nonpartisan primary election. All nominating petitions shall be filed with the clerk of the county in which the community college district is located in accordance with the procedures set forth in the Michigan Community College Act, as the same may from time to time be amended.

(389.83(3))

1.1.3 Number/Terms of Trustees

In the November, 1984 general election and every 4 years after that election until the November, 1992 general election, 9 members of the board of trustees of a community college district established under this chapter shall be elected for a term of 4 years.

(389.83(1))

For the members of the board of trustees of a community college established under this chapter elected in the November, 1992 general election, the members receiving the 3 highest number of votes in the election each shall be elected for a term of 6 years, the members receiving the 3 next highest number of votes in the election each shall be elected for a term of 4 years, and the members receiving the 3 lowest number of votes each shall be elected for a 2-year term. A member elected after the November 1992 term shall be elected for a term of 6 years unless he or she is elected to fill a vacancy for the unexpired term under Subsection (6).

(389.83(2))

1.1.4 Notice of Elections

All notices of regular or special elections to be held by the college district shall be given by the Secretary of the Board of Trustees as prescribed by law.

(Apprvd: 3/27/91)

1.1.5 Nominating Petitions

The nominating petitions shall contain not less than 250, or more than 500 signatures of registered school electors of the appropriate trustee district.

(389.83(3))

1.1.5A Nominating Petitions (continued)

Petitions shall be obtained from the clerk of the county in which the community college district is located.

(Apprvd: 3/27/91)

1.1.6 Canvass of Elections

A signature on a nominating petition shall not be valid unless the petitioner is a registered school elector of the trustee district in which the candidate is running for election. The county clerk may compare the signatures on the petitions with the signatures appearing on the registration records, or in some other proper manner determine whether the signatures appearing on the petition are genuine and comply with the requirements of this section.

(389.83(3))

1.1.6A Canvass of Elections (continued)

The final canvass of the results of any election shall be made by the Wayne County Board of Canvassers in compliance with prescribed law.

(Apprvd: 3/27/91)

1.1.7 Installation of Board Members

Within 15 days after his/her appointment or after the final canvass of his/her election, each person elected or appointed as a member of the board of trustees of a community college district shall be required to take and subscribe to the following Oath of Office which will be filed with the Secretary of the Board of Trustees, prior to the Trustee assuming office:

"I, _____, do solemnly swear (or affirm) that I will support the Constitution of the United States and the Constitution of this State, and that I will faithfully discharge the duties of the office of Member of the Board of Trustees of Wayne County Community College District according to the best of my ability."

Any member elected or appointed to the board of trustees shall be required to file with the Secretary of the Board of Trustees, prior to assuming office, his/her Acceptance of Office and Affidavit of Eligibility in the following form

"I, _____, hereby accept election (appointment) to the office of Trustee of the Wayne County Community College District."

(389.156)

1.2 Name and Governance

(Bylaws, adopted 6/22/77; amended 1/27/88, 11/26/96, 5/18/98, 9/30/98)

1.2.1 Name

The Community College District of Wayne County shall be known as the Wayne County Community College District as is deemed to be a public body.

(Article I, Sec. 1)

1.2.2 Governance

The Board of Trustees shall be governed by all applicable provisions of state and federal law and by the rules and regulations set forth in these Bylaws. In the event of any conflict between any provision of these Bylaws and any provision of state or federal laws, the state or federal laws shall control.

(Article I, Sec. 2)

1.3 BOARD OF TRUSTEES

(Bylaws, adopted 6/22/77; amended 1/27/88, 11/26/96, 5/18/98, 9/30/98)

1.3.1 Authority, Duties and Liabilities

Except as otherwise provided by law, the Board of Trustees shall have the authority to do all things in its judgment necessary for the proper establishment, maintenance, management, and carrying on of a Community College. The Trustees shall be entitled to all rights, privileges and immunities, and be subjected to all duties and liabilities conferred on Community College districts by law.

(Article II, Sec. 1)

1.3.2 Number, Term and Qualification of Trustees

Each Trustee shall be elected in such manner, at such times and for such terms as the legislature shall prescribe.

(Article II, Sec. 3)

1.3.3 Vacancies

Whenever a vacancy occurs on the Board of Trustees, the Trustees shall appoint a successor in accordance with the procedures set forth in the Michigan Community College Act, as the same may from time to time be amended.

(Article II, Sec. 4)

1.3.4 Power to Elect Officers

The Board of Trustees shall elect a chairperson, a vice-chairperson, a secretary and a treasurer, each of whom shall be a trustee. The officers shall be elected in accordance with the procedures set forth in the Michigan Community College Act as the same may from time to time be amended.

(Article II, Sec. 5)

1.3.5 Power to Appoint Other Officers and Agents

The Board of Trustees shall have the power to appoint such other officers and agents as the Board may deem necessary for the transaction of the business of the District.

(Article II, Sec. 6)

1.3.6 Removal of Officers and Agents

Any officer or agent may be removed by resolution of the Board of Trustees whenever in the judgment of the Board the interests of the District can best be served thereby.

(Apprvd: 3/27/9)

1.3.7 Power to Fill Vacancies

The Board of Trustees shall have the power to fill any vacancy in any office.

(Article II, Sec. 7)

1.3.8 Power to Appoint Committees

The Board of Trustees shall have the power by resolution to create the committees it deems necessary from time to time, for purposes of conducting studies and making reports on proposals to the Board. Members of these committees need not necessarily have any prior affiliation with the District so long as their selection is calculated to most reasonably serve the best interests of the Wayne County Community College District.

(Reference: Article II, Sec. 8) (Apprvd: 3/27/91)

1.3.9 Power to Require Bonds

The Board of Trustees may require any officer or agent to file with the District a satisfactory bond conditioned for faithful performance of a person's duties.

(Article II, Sec. 9)

1.3.10 Compensation and Expenses

No member of the Board of Trustees may receive any compensation for any services rendered the Wayne County Community College District. Necessary and proper expenses incurred on behalf of the District by Board members may be reimbursed upon authorization by the Board of Trustees.

(Article II, Sec. 10)

1.4 MEETINGS OF THE BOARD OF TRUSTEES

(Bylaws, adopted 6/22/77; amended 1/27/88, 11/26/96, 5/18/98, 9/30/98)

1.4.1 Place of Meetings

Organizational, regular and special meetings of the Board of Trustees shall be held within the Wayne County Community College District at such places and times as the Board of Trustees shall determine. Subject to the provisions of applicable statutes, all organizational, regular and special meetings of the Board shall be public meetings, and public notices shall be duly posted in advance of the scheduled meeting dates as required by law at the principal offices of the District.

(Article III, Sec. 1)

1.4.2 Organizational Meeting

An organizational meeting of the Board of Trustees shall be held in January of each year in accordance with the procedures set forth in the Michigan Community College Act as the same may from time to time be amended. At the organizational meeting, the Board of Trustees shall convene for purposes of electing its officers and for transacting any other business properly brought before it.

(Article III, Sec. 2)

1.4.3 Regular Meetings

Regular meetings of the Board of Trustees shall be held from September through July at such time and places as the majority of the Board of Trustees shall from time to time determine. Notice of the time and place thereof shall be given to each Board member by mail or otherwise.

(Article III, Sec. 3)

1.4.4 Special Meetings

Special Meetings of the Board of Trustees may be called by the Chairperson of the Board or by not less than two Trustees. Notice of the time, place and purposes thereof shall be given to each Board member in person or in writing and notice thereof shall be posted in a public place at the District's principal place of business at least 72 hours prior to the time of the meeting. Action taken at such special meeting shall not be invalidated for want of notice if notice is properly waived in a manner hereinafter provided. Only the business stated in the notice shall be transacted at such meeting.

(Article III, Sec. 4)

1.4.5 Quorum

A majority of the Board of Trustees shall constitute a quorum for any meeting of the Board, but a majority of those present may adjourn any meeting from time to time until a quorum of the Board is present.

(Article III, Sec. 7)

1.4.6 Board Action

No action of the Board of Trustees shall be valid unless approved by at least five members of the Board at a public meeting of the Board.

(Article III, Sec. 8)

1.4.7 Record of Meetings

The Secretary of the Board of Trustees shall keep minutes of every organizational, regular, emergency or special meeting of the Board, and they shall be available for inspection or copying.

(Article III, Sec. 9)

1.4.8 Voting

All voting by the Board of Trustees shall be by voice vote except that a roll call vote shall be taken and recorded on all questions involving appointments of Board members, election of officers, whenever requested by any Board member, and in accordance with the procedures set forth in the Michigan Community College Act as the same may from time to time be amended.

(Article III, Sec. 10)

1.4.9 Agenda

The Chancellor or designee of the Chancellor, in consultation with the Chairperson of the Board, shall prepare an agenda with necessary supporting records and documents for each meeting. The agenda with supporting materials shall be delivered to each member of the Board at least 24 hours prior to the time of the meeting. The agenda may be modified at any time by Board resolution.

(Article III, Sec. 11)

1.4.10 Notices and Mailing

All notices required to be given by any provision of the Bylaws or the laws of Michigan shall state the authority pursuant to which they are issued. For instance, by way of example but not by way of limitation, "By order of the Chairperson," or "By order of two members of the Board," or "Pursuant to the Bylaws," as the case may be, each notice shall bear the written or printed signature of the Secretary. Every notice shall be deemed duly served when the same has been deposited in the United States mail, with postage fully prepaid, plainly addressed to the individual recipient's last address appearing in the minute book of the Board and complying with the time for giving notices as required by the laws of the State of Michigan.

(Article III, Sec. 12)

1.4.11 Waiver of Notice

Notice of the time, place and purpose of any meeting may be waived in writing by a majority of the members of the Board of Trustees either before, during, or after any such meeting of the Board has been held so long as said public notice is timely given.

(Article III, Sec. 13)

1.4.12 Conduct of Meetings

The rules of parliamentary procedure which shall be followed by the Board and its Committees shall be the procedures prescribed in Robert's Rules of Order, Newly Revised Edition. Robert's Rules of Order shall be followed except where it is in conflict with the Bylaws, Board resolutions, state or federal laws, regulations or other specific provisions to the contrary.

(Article III, Sec. 18)



1.4A BOARD MEETING PROCEDURE

1.4A.1 Order of Business

The Chairperson, upon assuming the Chair, shall call the meeting to order on the appearance of a quorum. The order of business, unless amended by the Board, shall be:

1. Call to Order
2. Approval of Agenda
3. Recognition of Guests
4. Minutes
5. Committee Reports
6. Old Business
7. New Business
8. Chancellor's Report
 - A. Policy Considerations
 - B. Academic Affairs
 - C. Student Services
 - D. Finance/Audit
 - E. Personnel
 - F. Physical Plant/Campuses
 - G. Public Affairs/Advancement
9. Public Comment
10. Individual Trustee Reports
11. Adjournment

(Aprvd: 5/14/69; Revised 12/19/90, 3/27/91)

1.4A.2 Recognition

No person other than a member of the Board of Trustees, the Chancellor, or other administrative personnel designated by the Chancellor, shall be permitted to speak at any meeting of the Board of Trustees until recognized by the Chair.

(Revised 3/27/91, 5/30/13)

1.4A.3 Public Comment

Public Comment contains a total thirty-minute limitation with the following imposed regulations: Public participation is limited to one-half hour, but an exception will be made, if necessary, so that no one's right to address the Board of Trustees will be denied.

The speaker is limited to five (5) minutes, except where the number of speakers exceeds the time limit. In those instances, the Board Chairperson may either reduce the five-minute limit to a three-minute limit for each speaker or the Board of Trustees may waive the half-hour time limit by resolution.

The speaker must give his/her name and subject to the Board Secretary forty-eight (48) hours prior to the public Board of Trustees Meeting. If the person is representing an organization or group, the person should indicate whether the comments or presentation represents the official view of the organization or group.

If a delegation is present to address the Board, the delegation may select up to five spokespersons to speak on its behalf, for a total of not more than 15 minutes.

Individuals addressing the Board should take into consideration the rules of common courtesy. The public participation portion of the meeting cannot be used to make personal attacks against a Board member or District employee.

There shall be no debate.

The speaker is encouraged to provide written copies of his/her comments.

(Aprvd: 4/27/77; Revised 3/27/91, 5/25/94, 5/30/13)

1.4A.4 Motions

No motion shall be subject to debate until it has been supported and stated by the Chair. It shall be reduced to writing at the request of any member of the Board of Trustees. When a motion has been made and supported, the same may be withdrawn by the movant at any time before the vote has been taken on the same, with the approval of the trustee who supported the motion.

(Revised 3/27/91)

1.4A.5 Privileged Motions

When a question is before the Board, no motion shall be received except (1) to adjourn, (2) to lay on the table, (3) to close debate, (4) to refer, (5) to postpone indefinitely, (6) to postpone to a certain time, or (7) to adopt a substitute or to amend. These motions shall take precedence in the order above named; the first, second and third shall be decided without debate and the third may be adopted only by a two-thirds vote of the members present and voting.

(Revised 3/27/91, 5/30/13)

1.4A.6 Close Debate

Whenever a motion to close debate prevails, the movant of the proposition or, in the case of a report, the author thereof shall have the privilege of addressing the Board and, after his/her remarks, no more debate shall be in order.

(Revised 3/27/91, 5/30/13)

1.4A.7 Motion to Table

The laying of a motion on the table shall be construed as affecting only such motion and not any other motion to which it may be subsidiary.

(Revised 3/27/91, 5/30/13)

1.4A.8 Reconsideration

The reconsideration of a vote may be moved only by a member who voted with the majority and only at the same meeting at which the vote was taken. If the motion to reconsider prevails, the matter under consideration shall be decided at that time or at the next regular session, and the matter as thus finally decided shall not be revived within a period of three months unless by consent of a two-thirds majority of the Board.

(Revised 3/27/91, 5/30/13)

1.4A.9 Appeal of Rulings

The Chair shall decide all questions of order, subject to an appeal to the Board by any member. In case of such appeal, the question shall be: "Shall the decision of the Chair be sustained?", and until it is decided, all debate upon the pending question shall be suspended, but decisions of the Chair may be debated when they refer to the interpretation of the rules or a point of parliamentary procedure. Upon a tie vote, with the Chair having the right to vote, the Chair shall stand sustained.

(Revised 3/27/91, 5/30/13)

1.4A.10 Rules of Order

The rules of parliamentary procedure which shall be followed by the Board and its Committees shall be the procedures prescribed in Robert's Rules of Order, Newly Revised Edition. Robert's Rules of Order shall be followed except where it is in conflict with the Bylaws, Board resolutions, state or federal laws, regulations or other specific provisions to the contrary.

(See Policy 1.4.12)

1.5 OFFICERS OF THE BOARD

(Bylaws adopted 6/22/77; amended 1/27/88, 11/26/96, 5/18/98, 9/30/98)

1.5.1 Chairperson

The Chairperson of the Board of Trustees, in addition to such other duties and functions as shall be assigned to said person from time to time by the Board of Trustees, shall assume the usual responsibilities and perform the usual duties vested in this office, which include, but are not limited to: consultation regarding the preparation of agenda for any Board meeting; presiding at all meetings of the Board; and acting for the Board of Trustees in signing contracts or other official documents.

(Article IV, Sec. 1)

1.5.2 Vice Chairperson

The Vice Chairperson of the Board of Trustees shall perform the duties and exercise the powers of the Chairperson during the absence or disability of the Chairperson and shall perform such other duties and functions as shall be assigned to said person from time to time by the Board.

(Article IV, Sec. 2)

1.5.3 Secretary

The Secretary of the Board of Trustees shall be responsible for the performance of duties customarily associated with this office, including keeping minutes of meetings of the Board and all of its Committees, giving all notices required by the Bylaws or by resolution of the Board, conducting roll call votes as required, and performing such other duties and functions as shall be assigned from time to time by the Board of Trustees.

(Article IV, Sec. 3)

1.5.4 Treasurer

The Treasurer of the Board of Trustees shall be responsible for securing and keeping in force bonds in the form, amount, and with a surety or sureties satisfactory to the Board, covering the Treasurer and all other financial officers of the District, the premium of which bonds shall be an expense to the Wayne County Community College District. The Treasurer shall perform the usual duties incident to this office and may, in the Treasurer's judgment, delegate duties to the District financial officers. The Treasurer shall perform such other duties and functions as may be assigned from time to time by the Board of Trustees.

(Article IV, Sec. 4)

1.5.5 Assistant Secretary and Assistant Treasurer

The Board of Trustees may elect an Assistant Secretary who shall perform the duties and exercise the powers of the Secretary in the absence or disability of the Secretary. The Board of Trustees may also elect an Assistant Treasurer who shall perform the duties and exercise the powers of the Treasurer in the absence or disability of the Treasurer. Neither the Assistant Secretary nor Assistant Treasurer need be a member of the Board of Trustees.

(Article IV, Sec. 5)

1.6 EXECUTION OF INSTRUMENTS

(Bylaws, adopted 6/22/77; amended 1/27/88, 11/26/96, 5/18/98, 9/30/98)

1.6.1 Checks, etc.

All checks, drafts and orders for the payment of money shall be signed in the name of the Wayne County Community College District and shall be counter-signed by such officers or agents as the Board of Trustees from time to time shall designate for that purpose.

(Article V, Sec. 1)

1.6.2 Contracts, Conveyances, etc.

The Board of Trustees shall have the power to designate the officers and agents who shall have authority to execute any instruments on behalf of the Board and subject to terms and conditions established by the Board of Trustees.

(Article V, Sec. 2)

1.7 EMPLOYMENT OF PERSONNEL

(Bylaws, adopted 6/22/77; amended 1/27/88, 11/26/96, 5/18/98, 9/30/98)

1.7.1 Chancellor of the District

The Board of Trustees shall, as often as necessary, appoint a Chancellor of the District, who shall have all the rights, privileges, duties and responsibilities inherent in that office in accordance with the Michigan Community College Act, as the same may from time to time be amended. The Board of Trustees reserves the right to limit the rights, privileges, duties and responsibilities of the Chancellor. The Chancellor shall be an ex-officio member of the Board without right to vote.

(Article II, Sec. 2)

1.7.2 Academic Personnel

In accordance with the Michigan Community College Act, as the same may from time to time be amended, the Board of Trustees may delegate its authority to select and employ all faculty and other academic personnel of the Wayne County Community College District under terms and conditions established by the Board of Trustees.

(Article VI, Sec. 1)

1.7.3 Administrative Personnel

In accordance with the Michigan Community College Act, as the same may from time to time be amended, the Board of Trustees may delegate its authority to select and employ all administrative and non-academic personnel of the Wayne County Community College District under terms and conditions established by the Board of Trustees.

(Article VI, Sec. 2)

1.7.4 Employment

All employment shall be in accordance with all applicable Local and State laws, including by way of example but not by way of limitation, applicable Civil Rights legislation.

(Article VI, Sec. 3)

1.8 PROFESSIONAL CONDUCT/CODE OF ETHICS - EMPLOYEES/TRUSTEES

(Bylaws, adopted 6/22/77; amended 1/27/88, 11/26/96, 5/18/98, 9/30/98)

1.8.1 Obligation to the Community

All employees and members of Wayne County Community College District shall conduct themselves in a professional manner which promotes the trust and confidence of the people of the State of Michigan.

(Article VII, Sec. 1)

1.8.2 Duty to Disclose

All Trustees, officers, employees and members of the Wayne County Community College District shall conduct themselves in a professional manner which promotes openness and the free-flow of information in the performance of any and all duties tendered in connection with their service and employment with Wayne County Community College District.

(Article VII, Sec. 2)

1.8.3 Performance of Functions in Accord with the Code of Ethics

All Trustees, officers, employees and members of Wayne County Community College District shall conduct themselves in a professional manner which conforms to the Code of Ethics adopted by the Board of Trustees and as it is amended from time to time.

(Article VII, Sec. 3)

1.8.4 Conflict of Interest

A Board member who has an interest in any matter coming before the Board of Trustees shall disclose said interest, prior to the Board of Trustees beginning its decision-making process, which disclosure shall become and be made a part of the record of the Board of Trustees official proceedings. Said Board member shall then refrain from participating in said decision-making process but may participate in the discussion of said matter if requested by other members of the Board; however, in no event shall said Board member vote on said matter. Board members shall make a good faith disclosure of any conflict or apparent conflict of interest.

(Article VII, Sec. 4)

1.9 AMENDMENT TO BYLAWS

(Bylaws, adopted 6/22/77; amended 1/27/88, 11/26/96, 5/18/98, 9/30/98)

Any Bylaw may be suspended by a two-thirds vote of the members present provided said two-thirds vote shall constitute a majority of the membership of the Board.

Additional Bylaws may be adopted and any Bylaw may be rejected or amended at any regular meeting of the Board of Trustees by a vote of not less than two-thirds members of the Board provided that said amendment was duly proposed at a previous regular meeting of the Board of Trustees and proper notice thereof was given in accordance with the provisions of these Bylaws.

(Reference: Article VIII)

1.10 POLICIES AND PROCEDURES

1.10.1 Public Access

The Board of Trustees Policy Manual shall be filed and maintained by the Secretary of the Board. Said manual shall be available and accessible to all persons of the community during the District's normal hours of operation.

Reprints or copies to the public shall be made available upon written request to the Board of Trustees at nominal processing charges then in effect.

Additionally, current versions of Board of Trustees Policies shall be available in each Campus Learning Resource Center for inspection or review.

(Apprvd: 3/27/91)

1.10.2 Formulation of Board Policies

The Board has the sole authority for establishing policy. Formulation of new policies or amendments to existing policies for the overall operation of the District may be suggested or recommended to the Board through the Chancellor.

(Apprvd: 3/27/91)

1.10.3 Amendments/Alterations/Repeal

Policies may be amended, but a motion to adopt shall not be voted upon until the next regular, scheduled meeting at which time a majority vote of the Board shall be required for the adoption of any amendment, alteration, or repeal.

(Apprvd: 3/27/91)

1.10.4 Enforcement of Policies and Procedures

To demonstrate that employees responsible and accountable for the execution and enforcement of Board Policies are sufficiently versed in their content, each administrative manager of the District shall certify, on a form approved by the Chairperson of the Board, an affidavit signifying promissory oath.

Violation of any of the policies or procedures, once adopted by the Board of Trustees, may be cause for disciplinary action including, but not limited to termination of employment and of contracts of employment.

(Apprvd: 3/27/91)

1.10.5 Formulation of Administrative Rules, Regulations, and Procedures

The Chancellor and/or designees are authorized to issue Administrative Rules, Regulations, and Procedures. Administrative Rules, Regulations, and Procedures are necessary to carry out the administrative functions of the District and/or to carry out Board Policies.

(Apprvd: 3/27/91)

1.10.6 District-Wide Distribution

It shall be mandatory for each budgetary unit of the District to retain and maintain a current edition of Board of Trustees Policies. To ensure this requirement is properly executed, the Board of Trustees hereby grants to the Secretary to the Board, or its designee, appropriate authority to reproduce and distribute current compiled versions and updates to all budget units at the cost of the Board of Trustees.

(Apprvd: 3/27/91)

1.11 MISCELLANEOUS POLICIES

1.11.1 Interviews of Employment Candidates by the Board

Subject to the Bylaws and the Open Meetings Act, the Board of Trustees may meet in Executive Session to review the specific contents of an application for employment or appointment to a public office when the candidate requests that the application remain confidential. All interviews by a public body for employment or appointment to a public office shall be held in an open meeting subject to the aforementioned Bylaws and Open Meetings Act.

(Apprvd: 5/14/69; Revised 3/24/84, 3/27/91, 5/30/13)

1.11.2 Code of Ethics

Preamble

This Code of Ethics has been formulated with an emphasis on full and complete disclosure of any conflict of interest that anyone bound by the Code may have with the District. These disclosure requirements might be seen by some as an unnecessary intrusion into their private lives and their private business and financial affairs. However, in adopting this Code of Ethics, the Board of Trustees has given due consideration to the right of privacy of everyone subject to the Code. That right has been balanced against the public's right to know of any actual conflict of interest that may arise. The Board of Trustees believes that these Canons of ethical conduct and their disclosure requirements promote integrity, fairness, and public confidence in the District. The Board of Trustees is also governed by Article VII of the Bylaws.

Definitions

- A. **“Board of Trustees”** refers only to those individuals duly elected or appointed under the laws of the State of Michigan to represent one of the Districts of the College on its governing board.
- B. **“Administrators/Administrator Manager”** refers to those employed by the District to manage its daily affairs and who are directly responsible for implementing the policy of the Board of Trustees.
- C. **“Employee”** refers to anyone employed by the District except Administrators.
- D. **“Interest”** means business or financial interest in any form.
- E. **“Family Member”** or **“Family Relationship”** includes husbands, wives, children (including natural, step, adopted, etc.), grandchildren, siblings, parents, grandparents, first cousins, aunts, uncles, nieces, nephews, and closely related in-laws.
- F. **“Non-District”** refers to activities or projects which either generate compensation from sources external to the District, or do not contribute directly to policy-making, administration, or education at the District, or both.

CANON I

IN ORDER TO AVOID ANY CONFLICT OF INTEREST, ALL MEMBERS OF THE BOARD OF TRUSTEES, ADMINISTRATORS, AND OTHER EMPLOYEES, SHALL MAKE FULL DISCLOSURE OF ANY INTEREST, OR BUSINESS OR FAMILY RELATIONSHIP WITH ANY INDIVIDUAL OR BUSINESS ENTITY CONTRACTING WITH THE COLLEGE.

- A.** While this Code establishes uniform ethical standards for the District as a whole, it recognizes that the potential for conflict of interest and the concomitant burden of disclosure increase in proportion to the degree of vested authority and designated responsibility. This Code shall be construed and applied in a manner that gives full and appropriate weight to these considerations.
- B.** Anyone subject to this Code should disclose any present or past interest that he or she may have or have had, or any interest that any family members or present business associates may have or have had, with individuals or business entities doing business with the District, or with whom the District is negotiating for the acquisition of goods or services.
- C.** Anyone subject to this Code should make every reasonable effort to be informed of the existence of any of the interests or relationships described in Canon I, Part B.
- D.** Disclosure of actual conflicts of interest by members of the Board of Trustees or the Chancellor shall be in writing addressed to the Board of Trustees, and disclosure by all others shall be in writing, addressed to the Chancellor. Each disclosure shall include, but not be limited to, the following information:

 - 1. The name, address, telephone number and job title of the individual making the disclosure.
 - 2. The name, address, and telephone number of the individual or business entity with whom the disclosing individual has, or has had, a relationship.
 - 3. The nature of that relationship.
 - 4. The circumstances that give rise to the actual conflict of interest.
- E.** The obligation to disclose is a continuing duty which requires prompt disclosure of any such interest or relationship which may exist, or which is subsequently recalled or discovered.
- F.** No one subject to this Code shall engage in the sale of goods, or the rendering of services or in other forms of business solicitations, or sales to individual members of the Board of Trustees, Administrators, employees, or students of the District without first making full disclosure as described in Canon I, Part D, and securing advance written authorization for such transactions from the Board.

CANON II

NO ONE SUBJECT TO THIS CODE SHALL INFLUENCE THE HIRING OR PROMOTION OF ANY FAMILY MEMBER.

- A.** In order to promote the integrity and fairness of the District's practices in hiring and promotion, and to secure the best qualified persons for available positions, no one subject to this Code should seek to influence the hiring or promotion of any family member by actions directed at such objectives, or inaction under circumstances where action is required by official duties, and such inaction has the effect of influencing hiring or promotion.
- B.** Should anyone subject to this Code discover that a family member is being considered for employment with the District, he or she shall immediately disclose his or her relationship. Disclosure by Members of the Board of Trustees or the Chancellor shall be in writing addressed to the Board of Trustees. Disclosure by all others shall be in writing addressed to the Chancellor or his/her designee. The duty of disclosure shall not apply to promotions of family members on the presumption that disclosure of such relationships will have been made at the time of initial employment.
- C.** No employee of Wayne County Community College District is to receive, evaluate for approval or disapproval, comment upon or sign any time sheet, purchase order or requisition, application, payroll record or other action record touching upon any relative who is employed by, or otherwise involved at, the District. Such records are to be submitted to the processing employee's immediate supervisor for action. Failure to adhere to this policy may result in disciplinary action that may include termination of employment.
- D.** The employment of family members is not permitted when, in the District's opinion, such employment could affect operations; e.g., same department, superior - subordinate relationship, etc.
- E.** The fact that a person seeking employment or promotion is related to someone subject to this Code will not disqualify the applicant for employment or promotion from consideration, provided that the provisions of this Canon have been observed

CANON III

NO ONE SUBJECT TO THIS CODE SHALL USE COLLEGE FACILITIES FOR NON-COLLEGE PURPOSES, INCLUDING PARTISAN OR NON-PARTISAN POLITICAL ACTIVITY, RESEARCH OR CONSULTING SERVICES, WITHOUT PRIOR WRITTEN APPROVAL OF THE BOARD OF TRUSTEES.

- A.** The taxpayers of the State of Michigan have devoted their public resources to provide facilities to the District to promote its educational objectives.
- B.** In order to promote this policy, no one subject to this Code shall use any District property or services for non-college purposes without prior approval of the Board of Trustees.

- C. A disclosure/request by Members of the Board of Trustees or the Chancellor who wish to use any District property or services shall be in writing addressed to the Board of Trustees, and a disclosure/request for all others subject to this Code who wish to use any District property or services for non-college purposes (including research by doctoral candidates) shall be in writing addressed to the Chancellor or his/her designee. Each such disclosure/request shall include, but not be limited to, the following information:
1. The nature and duration of the project.
 2. The District property or services sought to be used and the extent of contemplated use.
 3. Whether compensation will be received for the activity or project.
 4. The individual or entity providing compensation or reimbursement for the activity or project.
- D. Upon disclosure as set forth in Canon III, Part C, the Board of Trustees may approve such use under terms and conditions established by the Board if, in the judgment of the Board, the use will directly or indirectly promote the best interests of the District.
- E. Should disclosure as required by this Canon not be made, the person using District property or services for such prohibited purposes shall be liable for full and complete reimbursement to the District for the reasonable costs of such use, and also may be subject to other action deemed appropriate by the Board.

CANON IV

IN ORDER TO AVOID THE APPEARANCE OF A CONFLICT OF INTEREST IN CARRYING OUT THEIR DUTIES AS PUBLIC OFFICIALS, ANY PERSON ELECTED OR APPOINTED TO THE BOARD OF TRUSTEES OF WAYNE COUNTY COMMUNITY COLLEGE DISTRICT SHALL BE PROHIBITED FROM HOLDING ANY POSITION AT THE COLLEGE FOR REMUNERATION.

This prohibition shall remain in effect for a period of twenty-four (24) calendar months from the time the person terminates their duties as a trustee, whether by resignation, removal or expiration of their term. There shall be no prohibition to hiring any former trustee after the expiration of the said twenty-four (24) month period.

(Apprvd: 7/25/79; Revised 3/28/84, 3/27/91, 5/30/13)

1.11.3 Internal Audit

It is the policy of the District to establish and support the Internal Audit Department which reports to the Board of Trustees for the purpose of assisting management in the effective discharge of its responsibilities to safeguard assets, check the accuracy and reliability of accounting data, promote operational efficiency, and encourage adherence to prescribed management policies.

Responsibility and Authority

Internal Auditors must be independent of the activities they audit. Therefore, in performing their functions, internal auditors have no direct responsibilities for, nor authority over, any of the activities reviewed. The internal audit review and appraisal does not in any way relieve other persons in the organization of the responsibilities assigned to them.

The Internal Audit Department will have full access to all of the organization's books and records, and personnel relevant to the subject under review.

(Apprvd: 7/22/81; Revised 3/28/84, 3/27/91, 5/30/13)

1.11.4 Travel Expenses/Reimbursement - Board of Trustees

The District will reimburse Board members for necessary expenses incurred while traveling on official business or for necessary expenses incurred during approved attendance at professional or business conferences or conventions.

All expenses must stand the test of reasonableness and any expenses that are lavish or extravagant will not be reimbursed.

Board members shall be allowed reimbursement for a meal, in the event that food catering is not provided by the District, and travel expense for regular Board meetings, committee meetings, conventions whether in-state or out-of-state, meetings with State officers, and whenever Board business (not campaigning) causes them to work on an evening. Expenses shall be justified by a written report on the appropriate forms utilized by District personnel. Authorized travel expenses shall be reimbursed including actual air travel (which can be purchased directly by the District), room (receipts required), and meals (which shall be reasonable and actual). Board members' annual travel reimbursement shall be limited to the annual budgeted amount for Board travel. Official travel in excess of the limit can be approved at a regular or special meeting of the Board.

(Apprvd: 8/22/79; Revised 3/28/84, 3/27/91, 5/30/13)

1.11.5 Freedom of Information

The Board of Trustees of Wayne County Community College District recognizes its duties and obligations under the provisions of Act 442 of 1976 being Michigan Compiled Law Section 15.231 et seq. and the provisions of Public Act of 1955 as amended by Act 248 of 1977 being Michigan Compiled Law Section 389.113 to provide for public access to public records.

The Board of Trustees declares that it is the policy of the District to fully comply with the provisions of these laws so that the people of the District's service district and of the State of Michigan shall be informed so that they may fully participate in the democratic process of governing the District.

To this end, the Board charges the Chancellor of the District with developing and maintaining procedures which fully carry into effect the purpose and requirements of the laws of the State of Michigan in providing the public with all the rights afforded under the Freedom of Information Act.

(Apprvd: 1/25/84; Revised 3/27/91, 5/30/13)

1.11.6 Role of the Board/Administration

The Board conceives and reaffirms its role as the policy-making body of the District wherein it considers and chooses between various plans or courses of action within the legal and moral constraints of the community it serves. No policy exists in the District without the official approval of the Board of Trustees.

The Board conceives and reaffirms the role of the Administration as the implementer of Board policy wherein the Administration carries into and gives practical effect to the adopted policy of the Board. In addition, the Board charges the Administration with bringing feasible alternative plans and courses of action to the attention of the Board for its consideration.

(Apprvd: 3/27/91)

1.11.7 Indemnification of District Officers and Employees

Any person serving as an officer or employee of the District shall be indemnified and held harmless from all costs, expenses and liabilities incurred by him or her in his or her capacity as officer or employee, which arises out of their employment and within the scope of their authority, except for willful misconduct and liability related to professional negligence or malpractice. In all such instances, indemnification shall be available only if the District has provided counsel or given written consent to outside counsel.

(Apprvd: 10/29/86; Revised 3/27/91, 5/30/13)

1.11.8 Sexual Harassment

Sexual harassment is an infringement on an employee's right to work and a student's right to learn in an environment free from sexual pressure. It is the policy of Wayne County Community College District to prohibit sexual harassment of employees and students. Sexual harassment consists of overt activity of a sexual nature, which has a substantial adverse effect on a person in both the workplace and in the academic setting. It may include, but is not limited to, the following:

1. Demands for sexual favors accompanied by threats concerning an individual's employment or academic status.
2. Demands for sexual favors accompanied by promises of preferential treatment concerning an individual's employment or academic status.
3. Verbal, written or graphic communication of a sexual nature.
4. Patting, pinching, or other unnecessary body contact with another employee or student.

Any employee or student should report, in writing or orally, any and all incidents of such activity. Complaints may be directed to the employee's supervisor or the Vice Chancellor of Human Resources. Student complainants should report, in writing, or orally, any and all incidents to the appropriate Campus President.

There will be no retaliation against an employee or student for making a complaint or taking part in the investigation of a complaint under this policy. To the extent it can, the District will keep matters confidential. The Vice Chancellor of Human Resources shall promptly investigate all incidents of sexual harassment and direct a report with recommendations to the Board of Trustees following a report of an employee. The Campus President shall promptly notify Vice Chancellor of Human Resource and Legal Services of all incidents of sexual harassment.

Violation of this policy shall subject the offending party to appropriate disciplinary action up to and including discharge from employment.

(Apprvd: 3/25/87; Revised 3/27/91, 3/25/92, 1/27/10, 5/30/13)

1.11.9 Trustee Communications with Staff

It is the policy of the Board of Trustees that the Chancellor is the communicator between staff and the Board. As policy makers, members of the Board of Trustees do not supervise staff nor give them directions. All requests for information will go through the Chancellor. This does not preclude Board members from working with the staff assigned by the Chancellor to standing committees.

(Apprvd: 7/31/91)

1.11.10 Destruction of Personal Property

The District will reimburse members of the Board of Trustees for any theft or damage to a Trustee's personal property while on official District business as defined by the Chairperson of the Board in consultation with the Board of Trustees Executive Committee. The coverage shall be limited to \$400 per claim and a maximum of three (3) claims per fiscal year. If any part of the claim is covered by the Trustee's personal insurance, only the amount not covered by that insurance up to the maximum will be paid.

(Apprvd: 3/25/92)

1.11.11 Honorary Degrees

Institutions of higher education traditionally confer an honorary degree upon an individual in order to bring honor mutually to the individual and to the institution.

The honorary degree at Wayne County Community College District may be conferred upon individuals of special merit who have gained substantial national or regional recognition in higher education, business, public service, etc., and/or who have directly or indirectly, because of the public nature of their efforts, been involved in strengthening Wayne County Community College District.

The honorary degree is not automatically granted to a commencement speaker, nor should it be granted (unless by exception because of career distinctions) to active or retired members of the District, administration, faculty or staff. Individuals must be approved by the Board of Trustees.

Criteria to be included in the identification of recipients include:

1. Evidence that the recipient has distinguished himself or herself or achieved a position of prominence in the individual's chosen field; and/or
2. Evidence that through personal efforts he or she has contributed to, or assisted in, the elevation of others well beyond normal professional expectations within that field; and/or
3. Evidence of significant contributions to society in general beyond that which would be expected through success in one's chosen field; and/or
4. Evidence that he or she has distinguished himself or herself by position or product in his or her chosen field such as to become a role model for the District's students; and/or
5. Evidence that the recipient has, through service well beyond normal expectations to the District contributed significantly to its betterment; and/or
6. Evidence that the recipient has made singular contributions in his or her field, such as business, education, philanthropy, art, music, etc., so to merit the recognition of the District.

(Apprvd: 9/23/92)

1.11.12 Emeritus Status

Institutions of higher education traditionally confer emeritus status on select former members of their faculty and administration who have made longstanding positive contributions to the District. This professional recognition brings honor mutually to the individual and to the institution and recognizes the contributions made by both to society.

Emeritus status at Wayne County Community College District may be conferred upon individuals who through their body of works, outstanding teaching, or other contributions recognized by the District have added to the stature of the District and the success of its students. Individuals must be approved by the Board of Trustees.

(Apprvd: 9/23/92)

1.11.13 Nondiscrimination

Wayne County Community College District complies with all Federal and State laws and regulations prohibiting discrimination and with all requirements and regulations of the U.S. Department of Education. It is the policy of Wayne County Community College District that no person, on the basis of race, color, religion, national origin, age, sex, height, weight, marital status, disability, or political affiliation or belief shall be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination in employment or in any program or activity for which it is responsible or for which it receives financial assistance from the U. S. Department of Education.

(Apprvd: 7/28/93; Revised 7/6/94, 5/30/13)

1.11.14 District-Owned Property

It shall be the policy of the Board of Trustees that its members shall be afforded access to current communications technologies which will remain the property of Wayne County Community College District.

Said communications technologies shall be exclusive of linkages to administrative computer files, so that any potential or apparent intrusion into confidential records or into details involving day-to-day operations is precluded.

Once a Trustee no longer is a member of the Board of Trustees, the individual is to return the District property assigned to him/her or use the option to purchase said property from the District at its current fair market value.

(Apprvd: 5/24/95)

1.12.1 Legal Counsel

It is hereby policy that the Board of Trustees shall heretofore, in the interest of acquiring representative and specialized legal services, not designate any law firm as General Counsel and further that it shall hereby discontinue the designation of General Counsel for any law firm previously or presently engaged by the District.

That the Chancellor is hereby directed to submit to the Board of Trustees a list of law firms that represent the pluralistic community serviced by Wayne County Community College District and which also specialize in those areas, such as Bonding, Labor and Real Estate, in which the Board of Trustees commonly requires legal assistance.

That the Chairperson of the Board of Trustees shall have direct access to legal counsel and that for the purposes of administrative coordination, information, and follow up that the Chairperson shall advise the Chancellor or his designee of all such requests for legal assistance.

It is further policy that all administrative requests for legal services shall be in conformity with procedures adopted by the Chancellor.

(Apprvd: 11/29/78; Revised 3/28/84, 3/27/91, 5/30/13)

1.12.2 Legal Processes and Investigation

Under the direction of the Wayne County Community College District Board of Trustees, the District's legal counsel shall formulate the District's response to any action commenced in any court of record. The legal counsel for the District shall keep records of all legal process served on the District. Only the legal counsel may accept service of process for any court action or investigation, with the exception of subpoenas served on the Board. Any employee of the District who is asked to accept service of process shall direct the server to the legal counsel. The legal counsel shall be responsible for informing the Chancellor's Office of receipt of any action in which the District is a party.

All inquiries concerning any action pending in any court of record shall be referred to the District's legal counsel for response.

As soon as the possibility or fact of an investigation of an alleged impropriety or regarding an alleged impropriety, they must report the matter to their immediate supervisor and to the Vice Chancellor of Human Resources. The employee should refrain from discussing the matter with any other employee or outside sources. Only the District's legal counsel and duly authorized District officials as designated by the Chancellor may publicly discuss a legal investigation.

(Revised 1/27/10, 5/30/13)

1.12.3 Litigation/Arbitration Settlements

The Board of Trustees of Wayne County Community College District is engaged in the resolution of controversies in the courts and in the administration of collective bargaining agreements on a routine basis. In order to facilitate and expedite the resolution of litigation and the settlement of grievances as well as the implementation of judicial judgments and arbitral awards, the Board of Trustees adopts the following policy statement:

All litigation settlement agreements and grievance settlement agreements, not otherwise excepted, shall require the approval of the Board of Trustees prior to execution of the agreement.

All judicial judgments, arbitral awards and settlements shall be paid according to the terms of the judgment, award, or settlement from budgeted funds, upon the authorization of the Chairperson of the Board of Trustees. Judgments or awards which require payments in excess of budgeted amounts shall require appropriate budgeting action by the Board of Trustees prior to payment.

(Apprvd: 4/5/84; Revised 3/27/91, 5/30/13)

1.12.4 Comment on Litigation

The Board of Trustees of Wayne County Community College District having considered the relative advantages and disadvantages of making public comment on the status of, and the issues involved in, current litigation hereby adopt the following policy:

No agent, officer or employee of the District, in their capacity as such, shall make public comment on any lawsuit, arbitration, administrative agency complaint or any other proceeding which may affect the rights, responsibility or liability of the District. This policy statement shall apply to comments for quotation, name withheld attribution, or background.

(Apprvd: 6/27/84; Revised 3/27/91, 5/30/13)



DIVISION II - ADMINISTRATION

2.1 Administration P.1

Bulletin Boards/Display Cases 2.1.1

Political Activity at District Facilities 2.1.2

Lease of District Facilities 2.1.3

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Security 2.1.5

Safety and Health Standards
for Students 2.1.6

Smoke-Free Workplace 2.1.7

Employee Use of District-Owned
or Leased Equipment 2.1.8

Participation in Community Activities 2.1.9

Workplace Violence 2.1.10

2.1.1 COLLEGE PREMISES

2.1.1 Bulletin Boards/Display Cases

The Campus President or his/her designee shall be responsible for approving all bulletin board displays and insuring that all public announcements in his/her facility are posted in the following manner:

- A. Display Cases: The utilization of display cases shall be restricted to District business. This will include but not be limited to public announcements, postings concerning academic class scheduling, and official bulletins of the District.
- B. Bulletins within the District shall be similarly restricted to District business.
- C. Bulletin Boards not in offices or classrooms.
 - 1. All materials placed on the bulletin boards must be registered in the office of the appropriate Campus or District Administrator. Materials not bearing the approval stamp will be removed.
 - 2. Approval of potentially offensive materials (i.e., political, sexual, or religious materials) shall be subject to the discretion of the appropriate Campus or District Administrator.
 - 3. All materials must be in English or have an accompanying English translation.
 - 4. Materials may not be posted more than two (2) weeks prior to an event and organizations or persons are required to remove the materials when the event is over.
 - 5. The materials may only be placed on designated bulletin boards. Under no circumstances may anything be placed on glass doors, windows, walls, elevators, concrete poles or exterior building walls.
 - 6. Student organizations, staff, faculty, and other individuals who do not follow these guidelines will not be permitted to post materials for the remainder of the academic semester.

(Aprvrd: 11/24/81; Revised 3/28/84, 12/2/92, 9/30/98, 5/30/13)

2.1.2 Political Activity at District Facilities

The Board of Trustees recognizes its dual responsibilities to allow freedom of expression and to maintain an environment appropriate to the conduct of higher education.

- A. All requests for permission to use District facilities for the purpose of political expression shall be directed to the Campus President or the designee of the Chancellor.
- B. The Campus President or the designee of the Chancellor shall approve all requests to exercise political expression on District facilities.

- C. The District Administration is authorized to remove or cause to be removed any person or persons who shall disrupt any District activity, whether educational, administrative or extra-curricular.
- D. In determining whether there is an unreasonable disruption, the District Administration shall consider the volume of sound being generated, and/or the blockage or diversion of the normal flow of foot or vehicular traffic, and/or the extent of distraction being caused normal District activities by the conduct of anyone expressing any opinion.
- E. Only District space shall be made available for the expression of any political opinion, and no District equipment or assistance shall be given or made available to any person expressing a political opinion on District premises.

(Apprvd: 3/28/84; Revised 12/2/92, 5/30/13)

2.1.3 Lease of District Facilities

In those circumstances where the District does not require the use of all, or part of, any building or facility for direct use in District operations, it shall be the policy of the Board of Trustees to make such space available for lease.

- A. All leases of facilities should further the District's purposes in academics and community services.
- B. The District is to receive reasonable value in exchange for use of its facilities

(Apprvd: 12/18/84; Revised 12/2/92, 5/30/13)

2.1.4 Workplace Safety

The District will furnish its students and employees a workplace free from recognized hazardous materials that are known to cause or are likely to cause death or serious harm. Where hazardous materials will be required for instruction, it is the responsibility of the individual faculty member to include safety training and written handling instructions to his/her students prior to the use of such materials and/or equipment. Those materials will be properly identified and used only in compliance with all applicable health and safety standards.

The Vice Chancellor for Educational Affairs and the Director of Facilities will adopt all necessary procedures for use and disposal of these materials to ensure compliance with occupational safety and health standards issued under the Occupational Safety and Health Act of 1970 and other applicable federal and state regulations.

(Apprvd: 3/25/92; Revised 12/2/92, 5/30/13)

2.1.5 Security

The District will put in place protective measures to the extent feasible to provide security for:

- A. Faculty, staff, students, and guests
- B. District property
- C. Personal property while located at any District building, properties or authorized event

Security will be provided by means of:

- A. Alarm systems
- B. Surveillance equipment
- C. Control devices
- D. Personnel
- E. Procedures or other methods deemed appropriate

Crime statistics will be kept and reported as required by federal law. These statistics will be made available to prospective students and employees as well as present students and employees. The Chancellor shall establish procedures which insure that each District campus maintains a security force which is adequate to protect life and property. All rules, regulations, and orders issued shall be in accordance with applicable state laws, Board regulations and District Administration procedures. Security personnel shall be trained on how to apply skills in a higher education setting.

The District will be in compliance with the United States Department of Education's statutory requirement of the Crime Awareness and Campus Security Act.

(Apprvd: 3/25/92; Revised 12/2/92, 9/30/98, 5/30/13)

2.1.6 Safety and Health Standards for Students

The Chancellor shall establish an Advisory and Review Committee on Communicable Disease. Working closely with the Communicable Disease Advisory Committee and other advisory sources, the Chancellor shall establish regulations and procedures related to communicable diseases. This policy, as well as the procedures used to implement this policy, shall be consistent with the philosophy of the protection of individual rights and be applied in a manner consistent with all applicable state and federal laws and regulations. Confidentiality of student records shall be strictly maintained. The District will adhere to the guidelines established by the American District Health Association and shall provide opportunities for appropriate ongoing education. Such education will be offered to increase understanding of AIDS and other communicable diseases. The Chancellor shall also make periodic status reports to the Board of Trustees regarding the implementation of this policy.

All cases of communicable diseases will be addressed on an individual basis for both students and employees. Each individual case will be dealt with privately and responsibly, maintaining the dignity and rights of the afflicted and the rights of the District community at large. Special emphasis will be paid to those circumstances where transmission of a disease is more probable.

(Apprvd: 3/25/92; Revised 12/2/92, 5/30/13)



2.1.7 Smoke-Free Workplace

Wayne County Community College District will be a smoke-free workplace.

(Apprvd: 5/26/93)

2.1.8 Employee Use of District-Owned or Leased Equipment

It shall be the policy of the Board of Trustees that members of the executive staff be permitted to utilize in their residences District-owned or leased equipment, such as computers and accompanying software, pagers and cellular phones for College business purposes only.

(Apprvd: 11/21/95)

2.1.9 Participation in Community Activities

It shall be the policy of the Board of Trustees that all requests for participation in community activities be approved by the Chancellor of the District in accordance with established procedures.

(Apprvd: 11/21/95)

2.1.10 Workplace Violence

It shall be the policy of the Board of Trustees that the District will provide a safe environment. Threats, threatening behavior, or acts of violence against employees, visitors, guests, or other individuals by anyone on Wayne County Community College District's property will not be tolerated. Violations of this policy will lead to disciplinary action which may include dismissal, arrest and prosecution.

Any person who makes substantial threats, exhibits threatening behavior, or engages in violent acts on Wayne County Community College District property shall be removed from the premises as quickly as safety permits, and shall remain off Wayne County Community College District premises pending the outcome of an investigation. Wayne County Community College District will initiate a decisive and appropriate response. This response may include, but is not limited to, suspension and/or termination of employment, suspension or dismissal of student and/or seeking arrest and prosecution of the person or persons involved.

In carrying out this policy, it is essential that all personnel understand that no existing District policy, practice or procedure shall be interpreted to prohibit decisions designed to prevent a threat from being carried out, a violent act from occurring or a life threatening situation from developing.

All District personnel are responsible for notifying the designated management representative of any threats which they have witnessed, received, or have been told that another person has witnessed or received. Even without an actual threat, personnel should also report any behavior they have witnessed which they regard as threatening or violent when that behavior is job related or might be carried out on a District-controlled site, or is connected to District employment. Employees are responsible for making this report regardless of the relationship behavior between the individual who initiated the threat or threatening behavior and the person or persons who were threatened or were the focus of the threatening behavior.

This policy also requires all individuals who apply for, or obtain, a protective or restraining order which lists District locations as being protected areas, to provide to the designated management representative a copy of the petition and declarations used to seek the order, a copy of any temporary protective or restraining order which is granted, and a copy of any protective or restraining order which is made permanent.

The designated management representative for central administration shall be the Director of Human Resources and the Provost for each campus.

(Apprvd: 3/27/96)



DIVISION III - BUSINESS/FINANCE

3.1 District Vehicles..... P.1

- Vehicles: Purchase/Replacement
- Passenger Cars/Trucks/Vans 3.1.1
- Vehicle Use 3.1.2

3.2 Construction P.2

- Affirmative Action -
- All Vendors (Including Construction) 3.2.1

3.3 Contracts..... P.3

- P General Requirements 3.3.1
- P Vendor Opportunities 3.3.2
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- P Real Estate Transactions 3.3.5
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- Credit Card 3.5.1
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- Lobbying 3.5.13
- Supplanting of Federal Funds 3.5.14
- Inventory of Fixed Assets 3.5.15

3.1 DISTRICT VEHICLES

3.1.1 Vehicles: Purchase/Replacement Passenger Cars/Trucks/Vans

It is a policy of the Board of Trustees that:

I. General

The Board of Trustees requires that the purchase, replacement or leasing of vehicles receive Board approval prior to awarding a purchase order or a contract to purchase.

II. Guidelines

Only the Purchasing Department is authorized to purchase, lease or sell District vehicles.

III. Records

The Purchasing Department shall maintain a file on each District vehicle, including the title, the copy of the registration, the vendor, and the insurance coverage.

IV. Replacement

Based on the availability of funds, passenger vehicles will be replaced when they accumulate 45,000 miles of service or on the third anniversary of their purchase or lease, whichever comes first; and transportation vehicles will be replaced when they accumulate 60,000 miles of service or on the fifth anniversary of their purchase date, whichever comes first.

Waiver of this section is allowed when a vehicle has excessive use or damage. Safety of District employees governs replacement decisions.

(Apprvd: 10/22/80; Revised 3/28/84, 7/22/92, 5/30/13)

3.1.2 Vehicle Use

It is the policy of the Board of Trustees that the District may provide District-owned automobiles and authorize their use by certain appropriate members of the staff in the performance of their responsibilities as determined by the Chancellor.

(Apprvd: 4/27/77; Revised 3/28/84, 7/22/92, 5/30/13)



3.2 CONSTRUCTION

3.2.1 Equal Opportunity - All Vendors (Including Construction)

It is the policy of the Board of Trustees that the Equal Opportunity Policy and plan relative to all vendors, including construction vendors, be provided to and followed by all contractors/vendors to the District. (See also Equal Opportunity Policy contained in 4.2.2)

(Apprvd: 11/24/76; Revised 7/22/92, 6/14/07, 5/30/13)

3.3 CONTRACTS

3.3.1 P General Requirements

- A.** This policy hereby supersedes policies 3.3.1, 3.3.2, and 3.3.3 which were last revised on 9/30/98.
- B.** This policy presents basic guidelines for the purchase of goods and services to be used by District staff. The vendor community is also advised to have a thorough understanding of this policy.
- C.** The Purchasing Department pursuant to delegation by the Board of Trustees and the Chancellor shall act as the District's agent for the purpose of entering into contracts for the purchase of goods and services.
- D.** The Purchasing Department is empowered to purchase or contract for the supplies, materials, equipment, printing and services needed by District departments; develop and prescribe standard specifications; enforce compliance with those specifications; supervise and control the advertisement of bids; make recommendations for awards of District purchases; and regulate the making of purchase contracts by District campuses and departments.
- E.** Non-authorized personnel who sign or execute purchase contracts financially committing the District assume personal liability.
- F.** A contractual commitment is only created by the issuance of a purchase order or the signing of a contract by the Chancellor or the Purchasing Department. Each vendor is responsible for knowing the legal authority of District staff to enter into a contract. Contracts entered into without proper authority and appropriate legal documents are null and void.
- G.** Limits of approval and authority shall be computed per fiscal year. Multiple purchase orders under a certain dollar limit cannot be used to avoid bidding requirements. Any dollar amounts that appear in this policy shall be computed per fiscal year for each vendor and type of purchase.

(Apprvd: 5/22/02)

3.3.2 P Vendor Opportunities

- A.** The District is a multi-campus community which serves the communities of eastern, western, northern, and southern Wayne County. The District's five facilities are located in industrial, rural, and metropolitan areas with the Downriver Campus located in Taylor; the Downtown, Eastern and Northwest Campuses located in Detroit; and the Western Campus located in Belleville, Michigan. As a member of these diverse communities, the District strives to provide business and employment opportunities to the communities which provide tax base for the District.

B. The District is committed to the objective of promoting disadvantaged and local businesses in the District service district. This is particularly true as it relates to Disadvantaged Businesses and Wayne County Based Enterprises. Therefore, the District will develop and maintain purchasing procedures and practices which assure the opportunity for disadvantaged and local businesses in the communities served by the District to be used as vendors, contractors, subcontractors, and service providers at the District.

1. Disadvantaged Business means a small business concern: (a) which is at least 51 percent owned by one or more socially and economically disadvantaged individuals, or, in the case of any publicly owned business, at least 51 percent of the stock of which is owned by one or more socially and economically disadvantaged individuals; and (b) whose management and daily business operation are controlled by one or more of the socially and economically disadvantaged individuals who own it. Socially and economically disadvantaged individuals means those individuals who are citizens of the United States (or lawfully admitted permanent residents) and who are women, Black Americans, Hispanic Americans, Native Americans, Asian-Pacific Americans, or Asian-Indian Americans and any other minorities or individuals found to be disadvantaged by the Small Business Administration pursuant to section 8(a) of the Small Business Act. Recipients shall make a rebuttable presumption that individuals in the following groups are socially and economically disadvantaged. Recipients also may determine, on a case-by-case basis, that individuals who are not a member of one of the following groups are socially and economically disadvantaged. “ 49 CFR §23.62

2. The Wayne County Community College District service district covers many communities in Wayne County. A Wayne County Based Enterprise (WCBE) is an enterprise that is located in the Wayne County Community College District service district. Businesses desiring to be considered a WCBE must provide evidence of their business location.

(Apprvd: 5/22/02)

3.3.3 P Purchases in Which Competitive Bidding Is Not Required

A. Goods and Non-Professional/Non-Staffing Services

- 1.** The Purchasing Department, at the Chancellor's direction, shall use its best judgment to acquire goods and services costing less than \$25,000.
- 2.** The Purchasing Department shall attempt to obtain a minimum of three (3) written price quotes for goods and services costing more than \$25,000 but less than \$50,000.

B. Professional Services

- 1.** Professional services shall be defined as those services which are rendered by an independent contractor possessing an advanced, specialized type of knowledge, expertise, or training customarily acquired by a prolonged course of study. Examples, not limited to, are: accountants, attorneys, architects, physicians, engineers, legislative advisors, and other professionals.
- 2.** The Purchasing Department shall obtain a written quotation or proposal from each person and/or firm wishing to provide professional services.

3. The Chancellor and/or his designee acting in the best interests of the District shall be required to:
 - a. Use his or her best judgment to acquire professional services costing less than \$100,000.
 - b. Obtain approval from the Board of Trustees of professional services costing \$100,000 or more.

C. Sole Source

Because some services and products are unique, it shall be the policy of the District to have the option of using a sole source of supply. The use of sole source shall be recommended by the Chancellor and, in cases where the amount exceeds \$100,000, approved by the Board of Trustees based on the best value factors listed in Policy 3.3.3 P (E). Sole source purchasing is limited to those situations legally permitted by state law.

D. Exigent or Emergency Purchases

The Chancellor may make exceptions to purchasing guidelines for contractual commitment dependent upon whether there exists exigent or emergency circumstance(s).

1. Exigencies shall include:

- a. Death, disability, or resignation of key personnel.
- b. Bankruptcy, fire, or any other incapacitation of a current service provider.
- c. Reasonably unforeseeable changes in service demand for essential services.
- d. Delays in processing which are beyond the reasonable foresight or control of office or departmental administrators and which may jeopardize the receipt of grant or other funds. This subsection shall not, however, be used to avert the lapse of unexpended District funds at the end of a fiscal year.
- e. An unforeseeable and fleeting opportunity arises to purchase greatly needed supplies, services, or construction at a price or on terms which are exceptionally favorable to the District.

2. Emergencies shall include:

- a. Transport or industrial disasters, or damage to any District property which may endanger the life, safety, or health or any person, resulting from any causal factor, including natural disaster.
- b. Failure or incapacitation of electrical, power, structural, heating, communications, or mechanical systems which either threatens to shut down a facility or operation or which presents a serious safety threat to employees, students, or citizens, or which will result in a serious violation of local, state or federal laws, rules, or regulations.
- c. Bankruptcy, fire, or any other incapacitation of a current District critical service

E. Best Value Factors

The District shall evaluate purchase requirements under Policy 3.3.3 P on a best value basis. The following factors may be considered in determining best value: (1) background; (2) staffing; (3) work load; (4) Wayne County Based Enterprise, Disadvantaged Business and fair employment practices; (5) related project experience; (6) District experience; (7) business location; (8) management summary; and (9) price, quality, and quantity.

(Apprvd: 5/22/02)

3.3.4 P Purchases in Which Competitive Bidding Is Required

A. Goods and Non-Professional/Non-Staffing Services

The Purchasing Department shall competitively bid goods and services costing \$50,000 or more. The Chancellor shall submit a written recommendation to the Board of Trustees for its approval of an award to the “lowest responsible bidder” for all expenditures of \$50,000 or more.

B. Construction and Renovation

1. Construction and renovation costing in excess of \$25,000 shall require written sealed bids.
2. The Chancellor is authorized to approve contracts for construction and renovation projects costing the District less than \$100,000.
3. The Board of Trustees shall approve all construction or renovation contracts costing \$100,000 or more.
4. Bid, performance, and payment bonds as established by state law will be required on construction and renovation projects.

C. Advertisement of Notice for Sealed Bids

Notice for sealed bids shall be advertised publicly in at least two (2) local newspapers or trade publications having a circulation within the service district. Such advertisement shall contain a statement of the time and place where all bids received pursuant to such notice will be publicly opened and read. All bids shall be publicly opened and read at the time and place so specified. At least ten (10) days shall elapse between the publication of such advertisement and the date specified for the opening and reading of bids.

D. Lowest Responsible Bidder

Selection under Policy 3.3.4 P of the “lowest responsible bidder” shall be based upon the following criteria:

1. The purchase price.
2. The reputation of the vendor and of the vendor’s goods or services.
3. The quality of the vendor’s goods or services.
4. Adequate financial resources for performance.
5. The extent to which the goods or services meet the District’s needs.
6. The vendor’s past relationship with the District.
7. Adequate experience, organization and technical qualifications, skills, and facilities.
8. Ability to comply with the required time line for delivery of services or goods.
9. A satisfactory record of integrity, judgment and performance.
10. In form and substance, a commitment to equal opportunity.

(Apprvd: 5/22/02)

3.3.5 P Real Estate Transactions

All transactions relating to the acquisition, purchase, sale, or lease of real estate must be recommended by the Chancellor and approved by the Board of Trustees. The District may enter into initial agreement(s) to purchase and sell land, but final approval must be given by the Board of Trustees.

(Apprvd: 5/22/02)

3.3.6 Bid Guarantees and Bonds

A. Bid Guarantees

1. A certified check, bank cashier's check, or bid bond equal to an amount to be determined by the District shall be required for all purchases in which competitive bidding is required. If the bid guarantee is in the form of a bid bond, it shall be provided by a surety company authorized to do business in Michigan.
2. A bid guarantee guarantees that the successful vendor will accept a contract, if offered, and furnish the supplies or services as stated in the bid. If a vendor does not accept the contract and furnish the supplies or services offered, the deposit will revert to the District.
3. The District will retain the successful vendor's deposit until it receives a signed contract. If the contract specifications require a performance and/or payment bond, the District will hold the bid guarantee until it receives both the signed contract and the performance and/or payment bond. Bid guarantees of unsuccessful vendors will be returned within the time specified in the bid.

B. Performance and Payment Bonds

The District may require a performance and/or payment bond to be delivered to the District for purchases in which competitive bidding is required. Such a performance and/or payment bond shall be executed by a surety company authorized to do business in Michigan in an amount to be determined by the Purchasing Department. Any such bonding requirement shall be set forth in the solicitation for bids.

(Apprvd: 5/22/02)

3.3.7 Miscellaneous Provisions

A. Termination of Contracts

The District may terminate any contract with any vendor by providing said vendor with a maximum of ninety (90) days written notice of intent to terminate. A termination provision shall be included in all contracts that are bid; however, failure to include such a provision in each contract does not relinquish the District's right to terminate a contract.

B. Uniformity and Consistency

It is the policy of the Board of Trustees to make purchases of equipment, fixtures, and furniture that match existing, similar, and like items where appropriate. This will (a) facilitate cross-training of employees, (b) reduce the inventories of various parts and supplies, and (c) assure quality, durability, suitability, and cost requirements. Following the purchasing guidelines, the Purchasing Department is authorized to make matching purchases without seeking substitute equipment, fixtures, and furniture. Competitive bids should be sought from vendors who can supply the exact specified items.

(Apprvd: 5/22/02)

3.4 SCHOLARSHIPS

3.4.1 Endowment Scholarships

It is hereby policy that the acceptance of any endowment scholarship or cash contribution by the Board of Trustees must be consistent with public policy and governed by the general policies of the Board. Racial, sexual, and any other form of discrimination which violates Federal, State and/or Local Statute(s) will not be recommended for approval by the Board of Trustees. The Board shall encourage any potential donor to provide general scholarships for administration by the District; however, acceptance of scholarships for other than scholastic or financial need will be discouraged.

Further, it is policy that no contribution or gift in the form of a scholarship, which will derive personal benefit to a member of the Board of Trustees, administrator or faculty will be accepted. A contribution which could be considered earmarked for a donor's child, spouse, relative, or specific recipient will not be accepted.

(Apprvd: 1/9/84; Revised 9/23/92, 5/22/96, 5/30/13)

3.5 MISCELLANEOUS

3.5.1 Credit Card

The Board of Trustees specifies that the District secure major credit cards assigned to the Chancellor. Subject to Board approval on an individual basis, additional cards may be assigned to Executive Cabinet Members and the Office of the Board of Trustees as designated by the Chancellor for District business only.

(Apprvd: 5/25/77; Revised 3/28/84, 3/25/92, 9/23/92, 7/29/98, 11/6/09, 5/30/13)

3.5.2 Expenditures/Budget Transfers

- A.** All line item transfers, regardless of fund source, that amount to \$25,000 or less will be submitted in summary to the Board of Trustees at the subsequent month's meeting for receipt and filing.
- B.** All line item transfers, regardless of fund source, that amount to greater than \$25,000 will be submitted to the Board of Trustees for approval each month, prior to the transfer of funds.
- C.** A detailed explanation will be attached to all budget transfers on any expenditure of \$25,000 or more.

(Apprvd: 3/28/79; Revised 3/28/84, 3/27/85, 9/23/92, 7/29/08, 5/30/13)

3.5.3 Restricted/Designated Funds

I. Purpose

The purpose of this procedure is to define the process for establishing Restricted Funds and an annual matching fund account. Further, the purpose is to provide guidelines for the allocation of matching funds to restricted/designated fund projects.

II. Definition

- A.** Restricted Funds - Funds from sources external to WCCCD which are earmarked for specific purposes as prescribed by the funding source.
- B.** Designated Funds - Funds which have been allocated by the Board of Trustees from General Operating Funds for support of special programs/projects over which control has been delegated to the Administration by the Board.
- C.** Matching Funds - Allocations from the General Operating Funds for support (in-part or in-total) special programs/projects which are ancillary to the central mission of the District.

III. Establishment

Upon submission (to the Board of Trustees) of the annual General Funds Operating Budget, the Administration will include all confirmed or existing Restricted Funds and a fixed sum designated "Matching Funds." Additional Restricted Funds will be presented to the Board for approval as received. The matching funds amount will represent the maximum amount for which the institution will fund its special ancillary programs from General Operating Funds during the fiscal year. A cost center will be designated from which matching funds will be allocated.

IV. Allocation Process

Funds will be allocated upon approval of the Board of Trustees to the specific programs as required for Restricted Funds, and for Designated Funds.

(Apprvd: 11/26/80; Revised 3/27/85, 9/23/92, 7/29/08, 5/30/13)

3.5.4 Purchasing/Printing

The Board of Trustees adopts the Purchasing/Printing Policy for Wayne County Community College District as follows:

- A.** To provide District departments and personnel with goods and services of the quality and quantity required for the best price available and within reasonable time constraints.
- B.** To ensure that user department personnel are aware of products and services available in the marketplace.
- C.** Whenever possible and in accordance with District policies and procedures, the District will endeavor to do business with vendors that are:
 - 1.** Disadvantaged Business Enterprise¹ owned or operated;
 - 2.** Located within the service region or within the State if none are within the region;
 - 3.** Affiliated with recognized unions or which pay union scale wages.
- D.** To ensure that all other District policies and procedures are complied with in regard to the purchasing function.

(Apprvd: 4/27/77; Revised 9/23/92, 9/30/98, 6/14/07, 5/30/13)

3.5.5 Expense Authorization Guidelines

The District will reimburse the expenses of members of the Board of Trustees and staff which are incurred while traveling on approved official business, or for necessary expenses incurred during approved attendance at professional or business conferences/conventions as long as: 1) these expenses fall within the approved travel budget of the employee and the approved travel regulations of the District; and 2) the Travel Expense Report form for previous travel expenses has been filed and approved. Mileage and parking fees incurred during the course of the employee's daily functions, and approved by his/her supervisor, will be reimbursed according to the relevant union contract as long as these expenses fall within the approved mileage budget of the employee. All travel expense plans and approvals should be prioritized to give the greatest importance to meetings, conferences, etc., that involve the current or future funding of the District. It is also the policy of the District to ensure that all travel expenses charged to Federal programs meet the guidelines established for such expenses.

(Apprvd: 11/28/84; Revised 9/23/92, 5/30/13. Adoption of said policy supersedes any prior or inconsistent policy.)

¹"Disadvantaged Business means a small business concern: (a) which is at least 51 percent owned by one or more socially and economically disadvantaged individuals, or, in the case of any publicly owned business, at least 51 percent of the stock of which is owned by one or more socially and economically disadvantaged individuals; and (b) whose management and daily business operations are controlled by one or more of the socially and economically disadvantaged individuals who own it. Socially and economically disadvantaged individuals means those individuals who are citizens of the United States (or lawfully admitted permanent residents) and who are women, Black Americans, Hispanic Americans, Native Americans, Asian-Pacific Americans, or Asian-Indian Americans and any other minorities or individuals found to be disadvantaged by the Small Business Administration pursuant to section 8(a) of the Small Business Act. Recipients shall make a rebuttable presumption that individuals in the following groups are socially and economically disadvantaged. Recipients also may determine, on a case-by-case basis, that individuals who are not a member of one of the following groups are socially and economically disadvantaged." 49 CFR §23.62

3.5.6 Club Membership

- A.** The District may pay for memberships in clubs provided use of the club is directly related to District business, and satisfies necessary and ordinary business expense requirements of applicable tax codes.
- B.** Club memberships shall be issued in the District name and be assigned to the Chancellor for use.
- C.** Documentation regarding the nature of each function which is charged to a club membership should include name(s) and business of each attendee, and a brief description of the business conducted.
- D.** Documentation of use should be done as close to the event as possible to meet the contemporaneous requirements of applicable tax laws.
- E.** Any undocumented business use of club memberships shall be subject to reimbursement to the District by the employee.

(Apprvd: 11/28/84; Revised 9/23/92, 5/30/13)

3.5.7 Contingency Funds

It is hereby policy that Wayne County Community College District shall establish an Operational Contingencies Fund in the form of a budgeted fund balance not less than two per cent (2%) of the budgeted revenues.

Transfers from this Fund should be limited to the restoration of revenue shortfall from approved budgeted levels (for example, if enrollment levels fall short of anticipated levels).

This Fund should not be assumed as available revenue in the submission of the budget for approval in any year.

Prior Board approval is required for release of these funds as current operating revenues during any fiscal year.

(Apprvd: 11/28/84; Revised 4/24/85, 11/26/85, 9/23/92, 9/30/98, 5/30/13)

3.5.8 Capital Asset Replacement Expenditures

- A.** Building Renewal, Replacement and Repair Expenditures from this fund shall be limited to those projects specifically aimed at building "renewal"; that is, those projects which add to the usefulness of the working components of a building (mechanical, electrical, plumbing, and structural systems), and/or the building shell and site.
- B.** Equipment Acquisition, Replacement and Repair Expenditures from this fund shall be limited to the replacement (and/or major repair) of existing equipment that through obsolescence, age, or use has deteriorated or become dysfunctional and for acquisition of equipment for new programs. Items requiring a major expenditure, having a useful life of one year or longer, shall be capitalized into the appropriate asset categories as defined by Generally Accepted Accounting Principles and the Michigan Uniform Reporting Manual.

Such expenditures shall have the approval of the appropriate administrators and Vice Chancellor for Administration and Finance.

The goal of the Building Repair and Equipment Repair/Replacement Fund is to maintain minimum levels of asset replacement as follows:

A. Building Renewal, Replacement and Repair.

B. Equipment Acquisition, Replacement and Repair.

These minimum levels were approved by the Board of Trustees on November 28, 1984.

Adoption of said policy amends Policy 3.5.8 (old 3.7.8), Annual Budgeting Assumptions, by replacing Sections 1A, 1B, 2A, 2B, and 3; and deletes Policy 3.5.1 (old 3.7.1), Capital Asset Replacement.

(Apprvd: 12/18/85; Revised 9/23/92, 5/30/13)

3.5.9 Asset Capitalization

The Board of Trustees hereby adopts the following policy guidelines for Capitalizing Assets related unto the acquisition, erection and equipping of District facilities financed by Bond Issues authorized by the State of Michigan and the Municipal Finance Commission, hereafter referred to as Phases II and III.

Items requiring a per unit expenditure of \$5,000 from Phases II, III or greater and having a useful life of one year or longer, shall be capitalized into the appropriate asset categories as defined by Generally Accepted Accounting Principles, and the Michigan Uniform Reporting Manual.

This provision shall not be deemed to preclude or prohibit the categorization of personnel costs related to development, design, and planning of building, equipment and/or other acquisitions of supplies.

Similarly, the Statutory Provisions 121 and 122 of the Community College Act 331 as amended allow for the initial equipping, improvement, and supplying of facilities consistent with the projects specified in Phases II and III.

Additionally, excess proceeds of Phases II and III may normally be used for further improvements to the original project or acquisition of additional equipment for an original project, or otherwise must be paid over into the Debt Retirement Fund for that issue and used to satisfy bond obligations.

(Apprvd: 3/27/85; Revised 9/23/92, 9/30/98, 5/30/13)

3.5.10 Cash and Investment

I. Investment Objectives

- A.** Advanced and current planning of the investment portfolio.
- B.** Achieve the highest level of investment control and security.
- C.** Equitable distribution of the investment portfolio to local and disadvantaged business enterprises.
- D.** Obtain the highest rate of return on all investments.
- E.** Schedule investment retirements to meet all payment dates of the District.
 - 1.** Capital Outlay
 - 2.** Debt Retirements
 - 3.** District Payrolls
 - 4.** General Disbursements

II. Investment Policy

The Controller and his/her designee is authorized to make investments of operating and reserve funds in the depositories of approved banking institutions.

The type of investment shall be in compliance with the State of Michigan, Act No. 331, of the Public Acts of 1966 as amended, and all other applicable laws and regulations.

The District will endeavor to do business with local and disadvantaged business enterprise institutions.

Investments and deposits in any institution shall not exceed fifty per cent (50%) of the total of the capital stock and surplus of that institution, unless specifically authorized by Board resolution. All investments shall be made in the best interest of Wayne County Community College District based on the following criteria:

- A. District Service District
- B. State of Michigan
- C. Interest Rate
- D. Financial Institution's Liquidity
- E. Financial Institution's Financial Condition
- F. Reputation of the Financial Institution

III. Administration

The Chancellor, Vice Chancellor for Administration and Finance, and Controller are authorized to act on behalf of the Board of Trustees in administering this policy.

IV. Reporting

The Chancellor, Vice Chancellor for Administration and Finance, and Controller shall, at each regular Finance/ Personnel/Facilities Committee meeting report on the investment activities governed by this policy.

V. Definition of Terms

A. Operating Funds

Money received from student fees, state appropriations, county taxes, and other revenue sources to be used for paying the salaries and costs of instruction, administration, auxiliary, and other related programs. This money may be in demand deposits or in investments.

B. Reserve Funds

Money required for funding the District's Debt Service and Capital Outlay Programs and available for investments.

C. Depositories of Banking Institutions

Relate to the necessary accounts to carry on the financial business and may include Business Savings Accounts, Payroll Accounts, General Disbursements Accounts, Investment Pool Accounts, Federal Tax Depository Accounts, Debt Service Depository Accounts, and other normal activities of commercial banks.

(Apprvd: 5/24/89; Revised 9/23/92, 5/24/95, 9/30/98, 5/30/13)

3.5.11 Bond and Coupon Replacement

- I. Subject to the provisions of Act 354, Public Acts of Michigan 1972, as amended, the Board of Trustees of Wayne County Community College District by resolution of the Board of Trustees may provide for issuance and delivery of a replacement bond, for an unmatured bond or for payment without presentation of a matured bond which has been lost, apparently destroyed or wrongfully taken when furnished with the following:
- A. Proof of ownership evidenced by affidavit or affidavits establishing the facts of ownership and supported by any available documentary evidence of ownership such as broker's tickets or account statements.
 - B. Proof of loss, destruction or wrongful taking supported by affidavit or affidavits of those knowledgeable of the circumstances of loss and with any supporting documents such as police reports attached
 - C. A bond of indemnity from a satisfactory surety company indemnifying the District and the paying agent at which the bond is payable against any loss they may suffer on account of issuance and delivery of the replacement obligation, or payment of the obligation without presentation. The amount of the bond shall be at least twice the face amount of the principal of the bond and face amount of any attached interest coupons to be replaced.
 - D. Provision for payment of the cost of preparation of the replacement bond and all other costs incurred by the District and the paying agent in connection with the issuance and delivery of the replacement obligation or payment without presentation of the obligation. The officer of the District authorizing the replacement or payment of the bond shall ascertain the costs to be incurred and receive the necessary funds from the claimant prior to replacement or payment of the bond.

II. Replacement or Payment of Interest Coupons

The District may replace unmatured interest coupons lost, destroyed, or wrongfully taken. Matured interest coupons shall not be replaced nor shall replacement coupons be issued separately from a replacement bond evidencing principal. The District may authorize a paying agent to make payment of matured interest coupons lost, destroyed or wrongfully taken without presentation upon receipt of a letter or indemnity or other indemnification satisfactory to the paying agent and the Board of Trustees.

III. Form of Replacement Bond

Replacement bonds and coupons shall be in the form, executed and endorsed in the manner required by Act 354, Public Acts of Michigan, 1972, as amended.

IV. The Vice Chancellor for Administration and Finance of the District shall have responsibility for receiving requests for replacement of lost, destroyed or wrongfully taken bonds and coupons and shall make recommendation to the Board of Trustees with respect to the replacement or payment of such bonds or coupons.

(Apprvd: 1/24/90; Revised 9/23/92, 5/30/13)

3.5.12 Pay Advances

The District will pay employees on regular and established pay dates. An advance pay can only be provided in instances of extreme, unusual personal hardship. Such advances will provide pay through the last full day worked, since the District cannot provide pay for time not worked. Advances in pay should be requested from the Vice Chancellor of Human Resources, who will make a recommendation to the Vice Chancellor for Administration and Finance. Any funds advanced are to be deducted from the next regular paycheck issued or any vacation time accumulated.

(Apprvd: 7/31/91; Revised 9/23/92, 5/30/13)

3.5.13 Lobbying

It shall be the policy of the Board of Trustees that no Federally appropriated funds will be paid by or on behalf of any employee of the District to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal amendment, or modification of any Federal grant or cooperative agreement.

If any funds other than Federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, an employee of a Member of Congress in connection with this federal grant or cooperative agreement, the District shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying."

(Apprvd: 3/27/96)

3.5.14 Supplanting of Federal Funds

It shall be the policy of the Board of Trustees that Federal funds may not be used to supplant state or local funds.

(Apprvd: 3/27/96)

3.5.15 Inventory of Fixed Assets

It shall be the policy of the Board that every two years the District will conduct an inventory of fixed assets in order to comply with generally accepted accounting principles as promulgated by the Governmental Accounting Standards Board; with Federal regulations pertaining to grant application requirements; to maintain appropriate stewardship of the location and value of fixed assets; and to plan for asset replacement or enhancement in the capital budgeting process. The Vice Chancellor for Administration and Finance or designee shall serve as the fixed assets coordinator for the District, responsible for reallocating or disposing of surplus equipment.

(Apprvd: 5/22/96)



DIVISION IV - PERSONNEL SERVICES

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4.1 EMPLOYEE POLICIES

4.1.1 Employee Educational Activity

It is the policy of Wayne County Community College District to encourage professional development of its staff members. Full-time District employees are eligible for tuition waivers at Wayne County Community College District in accord with other policies governing tuition waivers (see Policies 5.4.5, Waivers for Repeated Classes, and 6.3.6, Course Section Cancellation Due to Enrollment). Also, spouses and dependent children 21 years of age or younger, who reside with the District employee, are eligible for tuition waivers.

Payments for reimbursements for selected courses relevant to the employee's work are available. Prior approval of supervision and the appropriate Vice Chancellor are required. Relevance of the course to an employee's work and availability of funds are deciding factors.

(Apprvd: 4/22/81; Revised 9/23/92)

4.1.2 Employment - Simultaneous

No person shall be employed by Wayne County Community College District on a full-time basis or on a ten- or twelve-month full-time contractual basis, nor shall any such person be continued as an employee of Wayne County Community College District who is a full-time employee in either the private or public sector or is self-employed. Failure to report such employment is just cause for dismissal.

(Apprvd: 9/9/71; Revised 9/23/92)

4.1.3 Employment - Intra-institutional Simultaneous

Under no circumstances will a full-time staff member of Wayne County Community College District be reimbursed by the District for teaching or for other activity in addition to a full-time salary if the activity occurs during the course of assigned working hours. This includes the recording of "paid vacation" by the individual during the period in question.

(Apprvd: 11/28/73; Revised 3/28/84, 9/23/92)

4.1.4 Part-time Temporary Personnel/Employee Pools

Wayne County Community College District recognizes the need to use part-time, temporary employees. Because of the need to place such individuals quickly, the District will develop pools of employees for designated job titles (by way of example, but not limited to, registration aides, tutors, note-takers, part-time faculty, and community education/community services instructors) from which temporary, short-term positions might be filled throughout the year. Quarterly reports will be made to the Board.

(Apprvd: 3/23/83; Revised 3/28/84, 9/23/92, 11/24/98)

4.1.5 Retirement

The Board of Trustees has no established mandatory retirement age.

(Apprvd: 1/23/85; Revised 9/23/92, 12/2/92)

4.1.6 Leave and Separation

In order to establish a uniform administration of employee leaves of absence and separation policy, the following shall be the policy of Wayne County Community College District:

I. Definitions and General Information

- A. "Benefits," as used in this policy, shall mean those fringe benefits as provided for by the appropriate Master Labor or Employment Agreement covering the affected employee.
- B. "Separation," as used in this policy, shall mean any termination of the employment relationship including, but not limited to: discharge, indefinite layoff, retirement, removal from the seniority list, death, resignation, etc. Separation shall not include layoffs for a definite period of four (4) months or less.
- C. Although each type of leave of absence provides a maximum duration specific to that type of leave and some policies provide for extensions of leaves under certain conditions, the total duration of all leaves of absence taken, whether paid or unpaid, shall not exceed twelve (12) months.
- D. This policy shall apply to all employees unless otherwise specified in a valid collective bargaining agreement or other employment contract. In such cases, the terms of that contract shall govern for employees covered by that contract, and such terms will take precedence over this policy.

II. Types of Leave

Certain collective bargaining agreements may refer to maternity, sick, terminal illness causes, childcare, and/or personal business leaves. Depending on the employee's eligibility and the reason for the leave, it may or may not qualify for Family and Medical Leave Act of 1993 (FMLA) protection. In addition, the leave may or may not be paid. For example, maternity, medical, sick and personal business leaves may be paid; whereas childcare, parental leave or personal leave are generally not paid. Additionally, such leaves may qualify for short or long-term disability benefits. For specific details, consult the specific benefit plan documents.

A. Federal Family and Medical Leave Act (FMLA)

The Federal Family and Medical Leave Act of 1993 (FMLA) requires certain employers to provide up to twelve (12) weeks of unpaid leave time for certain family/medical circumstances or eligible employees.

B. Non-FMLA Medical Leave

Non-FMLA medical leave is specifically designed to cover certain medical conditions of the employee where those conditions or circumstances do not fall within the coverage of FMLA or when the employee is not eligible for FMLA coverage.

C. Non-FMLA Family Leave

Non-FMLA family leave is specifically designed to cover certain family situations where those circumstances do not fall within the coverage of the FMLA policy or when the employee is not eligible for FMLA coverage. Depending on the type of leave taken, it may be paid or unpaid and short- or long-term disability benefits may apply. Please consult the specific benefit plan documents for details.



D. Military

1. It is the policy of the District to observe all laws, both federal and state, regarding leaves of absence for District employees who are called to serve in the military forces, whether active or reserve. Such leaves will also be consistent with the appropriate collective bargaining agreement.
2. The District will also observe all employment and re-employment rights guaranteed by federal and state laws and regulations.
3. Whether or not a military leave of absence will be paid and the effect on benefits, if any, will be determined by federal and state law and by consulting the appropriate collective bargaining agreement.

E. Jury Duty/Court Time

1. A leave of absence for jury duty or court time will be granted to employees who are called for jury duty or subpoenaed to attend court. The affected employee must submit the request for leave to the Human Resources Department as soon as the employee receives notice of jury duty or court time.
2. The duration of the leave will continue through the length of time the employee is serving on jury or court duty.
3. An employee on an approved jury/court duty leave will receive his/her normal salary, minus any daily jury duty fee paid to the employee. The employee, upon receiving the jury duty fee, shall either: a) endorse the jury payment check to the District, or b) give the District the check stub provided with the jury duty fee payment.
4. The affected employee's benefits will continue for the duration of the leave as if the employee were not on leave

F. Sabbatical

1. Sabbatical leaves of absence are not available to employees unless provided otherwise in an applicable master labor or employment agreement covering the affected employee, or unless approved in writing by the Chancellor or his designee.
2. In no instance shall a sabbatical leave of absence exceed a period of one (1) calendar year from the beginning of the leave, unless otherwise approved in writing by the Chancellor or his designee.
3. Sabbatical leaves will be processed in accordance with Educational Affairs Regulation and Procedure #31180, subject to the provisions of any applicable master labor agreement.
4. An employee on an approved sabbatical leave of absence will be paid as provided by the applicable contractual provisions.

III. Leaves without Pay - General Information

- A. The duration of any leave of absence without pay shall be determined by an appropriate collective bargaining agreement, employment contract, or the Chancellor or his designee.
- B. In no instance shall a leave of absence without pay exceed a period of six (6) months from the beginning of the leave, unless approved in writing by the Chancellor or his designee.
- C. Unpaid leaves of absence do not include the payment of any wages or benefits to the affected employee unless provided otherwise in the appropriate collective bargaining agreement or employment contract.
- D. Unpaid leaves of absence do not include job protection for the affected employee unless FMLA approved or as otherwise provided in the appropriate collective bargaining agreement or employment contract.



IV. Leave Of Absence with Pay - General Information

- A.** Paid leaves of absence are not available to employees unless provided otherwise in an appropriate master labor or employment agreement, or unless approved in writing by the Chancellor or his designee.
- B.** The duration of any leave of absence with pay shall be determined by the appropriate master labor or employment agreement or the Chancellor or his designee.
- C.** In no instance shall a leave of absence with pay exceed a period of one (1) calendar year from the beginning of the leave, unless approved in writing by the Chancellor or his designee.
- D.** The amount of pay and effect on benefits to be received by an employee on a paid leave of absence are controlled by the appropriate master labor or employment agreement covering the affected employee.

V. Notice of Leave

Generally, in the case of a foreseeable leave of absence, the employee must provide at least thirty (30) days' notice to the District.

When the need for a leave of absence is not foreseeable, the District requires that the employee give notice of the need for the leave as soon as practicable under the facts and circumstances of the particular case.

VI. The District's Right to Make All Leave of Absence Determinations

In general, the District's designation of the type of leave of absence taken by an employee shall be made before the leave begins. The District has the right to change leave of absence designations and to revoke or make retroactive leave approvals at any time, if the District learns of information different from that given by the employee that would otherwise have affected the request for leave of absence decision.

VII. Extensions

- A.** In the event an employee is unable to return to work at the end of his or her scheduled leave of absence, he or she may be able to extend the leave beyond the allotted time period. Employees seeking an extension shall submit a request to the Chancellor or his designee, who must approve the extension in writing.
- B.** In no event shall any one leave of absence, or combination of leaves of absence, exceed a total of twelve (12) months.
- C.** Re-verification of the necessity for the leave may be necessary to extend a leave of absence. Additionally, as part of the extension process, an employee may be required to convert to another type of leave, such as medical leave to personal leave.

VIII. Other Employment While on Leave

Employees on a leave of absence from the District, for any reason, may not be actively employed elsewhere for the duration of the leave unless the employee has notified and received prior written approval from the Chancellor or his designee. Employees who violate this provision will be subject to corrective action, up to and including termination and will not be eligible for rehire.

IX. Effect of Reductions in Force While on Leave

If reductions in the work force occur while an employee is on a leave of absence, determinations as to particular employee job rights shall be made on a case-by-case basis.



X. Return to Work

- A. Depending on the type of leave taken, an employee may or may not be restored to his or her position or to a similar position with equivalent pay, benefits and terms and conditions of employment upon return from an approved leave of absence. For employees belonging to a bargaining unit, his or her rights upon returning to work from an approved leave of absence shall be determined by the appropriate collective bargaining agreement covering the affected employee.
- B. The District may require a fitness-for-duty verification from the employee's physician before returning from a leave necessitated by the employee's own health condition. If such a fitness-for-duty verification is requested by the District and not received, the employee's return to work may be delayed until such verification is received.
- C. While on leave an employee may be required to furnish the District with periodic updates as to the employee's status and intent to return to work. Additionally, if circumstances of a leave change and an employee is able to return to work earlier than the date originally indicated or as provided on a periodic update, the employee is required to give the District at least three (3) working days notice prior to the date the employee intends to report for work.
- D. If an employee fails to return to work or apply for an extension of a leave of absence within three (3) scheduled work days of expiration of an approved leave of absence, the District will consider the failure to return as a voluntary resignation from employment with the District.

XI. Separation

- A. An employee on a leave of absence who does not timely request an extension of his/her leave of absence in writing which is then approved by the Chancellor or his designee, will be considered as voluntarily separating from employment three (3) days after the prior approved leave has expired.
- B. Prior to the issuance of the final check paying all allowances due upon separation, an employee must go to the Human Resources Department and complete the employment exit procedure and surrender all District property including, but not limited to: keys, identification cards, parking cards, gate openers, door openers, District vehicles, credit cards, computer equipment, etc.

(Apprvd: 4/24/85; Revised 11/15/89, 11/28/90, 9/23/92, 5/22/96, 11/24/98, 5/22/02)

4.1.7. District Staff

It is the policy of the Board of Trustees that District staff shall be employed by and shall serve at the pleasure of the Chancellor. The Director of Internal Audit shall report to, and serve at, the pleasure of the Board of Trustees.

(Apprvd: 8/21/85; Revised 9/23/92, 11/24/98)

4.1.8 Drug-Free Workplace

Wayne County Community College District will make every effort to provide a drug-free workplace and environment. The District expressly prohibits the unlawful manufacture, distribution, dispensation, possession, or use of any controlled substance in the workplace. The term, "controlled substance," shall mean a controlled substance in Schedules I through V of Section 202 of the Controlled Substance Act (21 U.S.C. 812).

Any individual found to be in violation of this policy is engaged in gross misconduct and subject to disciplinary action, up to and including termination.

All employees will, as a condition of their employment, abide by the terms in this policy. In addition, employees engaged in the performance of a federal grant or contract will notify their supervisor and/or personnel department of any criminal drug statute conviction occurring in the workplace no later than five (5) days after such conviction.

(Apprvd: 6/28/89; Revised 9/23/92)

4.1.9 Positive Attendance Reporting

Wayne County Community College District shall operate under a positive attendance payroll system. Time sheets are to be certified so as to provide a basis for computing pay, which is to be authorized only on the basis of an employee's presence, alternative assignment or the allocation of annual, sick, personal or other approved leave.

Exempt staff are not required to submit time sheets. However, exempt staff are required to report exception time on the "Leave Request Form."

(Apprvd: 3/27/91; Revised 9/23/92, 11/21/95, 11/24/98)

4.1.10 Substance and Alcohol Use on Duty

Employees shall not use, possess, sell or purchase alcohol or illegal drugs during working hours, including a duty-free, paid lunch period and duty-free, paid rest periods or on District premises; nor will such be tolerated on the premises or any District campus. Further, employees shall not report to work or be on the premises while under the influence of alcohol or illegal drugs. There shall be an Employee Assistance Program to provide assistance to an employee abusing alcohol or drugs. Repeated violations that persist after referral will be subject to discipline up to and including forfeiture of employment.

(Apprvd: 3/27/91; Revised 9/23/92)

4.1.11 Continuity of Employment

To insure continuity of instruction or other service to the District, the Board reserves the right to require any employee to complete a physical examination when deemed necessary by the District.

(Apprvd: 12/2/92)

4.1.12 Applicable Laws

Wayne County Community College District shall comply with all applicable federal and state laws and regulations including the following: Age Discrimination in Employment Act (ADEA), Americans with Disabilities Act (ADA), Bullard-Plawecki Employee Right to Know Act, Drug Free Workplace Act, Elliott-Larsen Civil Rights Act, Equal Pay Act (EPA), Fair Labor Standards Act (FLSA), Family and Medical Leave Act (FMLA), Immigration Reform and Control Act (IRCA), Michigan Handicappers' Civil Rights Act (MHCRA), Michigan Occupational Safety and Health Act (MIOSHA), Rehabilitation Act, Title VII of the Civil Rights Act, and Worker's Disability Compensation Act.

The Chancellor shall develop administrative standards and procedures as required to carry out these policies. The Chancellor shall be responsible for dissemination of information to District staff, students, and the community regarding the District's compliance with these Acts.

(Apprvd: 9/30/98)

4.1.13 Personnel Activities

The Chancellor shall forward to the Board of Trustees a quarterly report of employment, appointment, resignation, and termination activities, as well as other reports as may be requested.

(Apprvd: 11/24/98)

4.2 PERSONNEL PRACTICES

4.2.1 Nepotism

Wayne County Community College District recognizes and its commitment to equal opportunity in its employment practices. In this regard, it strongly endorses the District policy of hiring and promoting personnel on the basis of merit and objective criteria.

The District will allow employment of relatives in the same department or administrative unit provided that neither individual directly determines or otherwise influences the work responsibilities, promotion, demotion, compensation decisions, evaluation of performance, or other terms and conditions of employment of the other, or immediately supervises the person to whom he or she is related by blood or marriage.

Any employee or applicant for employment who would be, is in, or becomes involved in a situation which would fall within this policy, is required to immediately report his or her circumstances to the Vice Chancellor of Human Resources and Accountability/Title IX Coordinator, who will assess the situation and make a determination for recommended future action that is consistent with this policy and the District's mission.

(Apprvd: 9/28/77; Revised 3/28/84, 9/23/92, 6/14/07, 9/23/15)

4.2.2 Equal Opportunity Policy

It is the policy of Wayne County Community College District to promote the realization of equal employment opportunity and equal access to educational programs and services through a positive and continuing program of specific practices designed to ensure that no person is discriminated against on the basis of religion, race, color, sex, national origin, age, marital status, height, weight, handicap or status as a disabled veteran or veteran of the Vietnam-era.

(Apprvd: 2/25/76; Revised 3/28/84, 9/23/92, 6/14/07)

4.2.3 Substitute Teacher

It is the policy of the Wayne County Community College District to provide, when possible, a substitute teacher when the regular instructor is absent for one or more class meetings.

(Apprvd: 2/23/77; Revised 3/28/84, 9/23/92, 11/24/98)

4.2.4 Vacation - Exempt Employees

District employees in the exempt category will earn one and three-quarter (1-3/4) days of annual leave per month, or a maximum of twenty-one (21) days per fiscal year.

No exempt employee will carry an accumulation of more than forty-two (42) days of annual leave into any new fiscal year.

Upon separation from employment at the District, annual leave will be granted as separation leave or paid in a lump sum.

(Apprvd: 3/23/77 and 7/22/82; Revised 3/28/84, 12/19/90, 9/23/92)

4.2.5 Sick Leave for Exempt Employees

When an exempt employee is absent from work in excess of five (5) consecutive work days on sick leave, the employee shall furnish a physician's statement verifying that the employee was unable to work. Clarification of any medical statements may be required by the District.

An employee who remains on sick leave in excess of fifteen (15) consecutive work days may be asked by the District to have a medical examination by a physician chosen by the employee from a panel designated by the District. There will be no cost to the employee for office visits or tests.

An exempt employee who remains on sick leave in excess of fifteen (15) consecutive work days shall furnish the District with a physician's statement attesting to the employee's ability to resume employment without restrictions. Where the exempt employee claims one or more days of sick leave in order to care for a family member, and that family member has a communicable disease as listed by the U. S. Center for Disease Control, the employee shall furnish the District with a physician's statement attesting to the employee's ability to resume employment without restrictions.

(Apprvd: 3/27/91; Revised 9/23/92)

4.2.6 Equal Employment Opportunity and Prohibition of Harassment in the Workplace

It is the policy of Wayne County Community College District to provide equal employment opportunity and equal access to educational programs, activities and admissions regardless of religion, race, color, sex, national origin, age, marital status, handicap (provided that such handicap does not prevent an individual from performing the essential functions of the job, with or without reasonable accommodation), height, weight, or status as a disabled veteran or veteran of the Vietnam-era. This policy extends to all personnel practices, including hiring, promotion, demotion or transfer, recruitment, selection for training, layoff or termination, rates of pay, fringe benefits or other forms of compensation.

Wayne County Community College District is also committed to maintaining a work environment in which activities and employment opportunities are based solely on an employee's or student's ability and performance. This commitment includes the preservation of a productive climate free from unlawful harassment based on an individual's gender, race, color, national origin, age, handicap, or other protected status.

(Apprvd: 9/23/92; Revised 9/30/98)

4.2.7 Disabled Access

It is the policy of Wayne County Community College District to provide equal employment opportunities to disabled persons, who are otherwise qualified, through an outreach program designed to employ and advance in employment disabled individuals. Further, it is the policy of the District to provide disabled students, who are otherwise qualified, equal access to the educational programs and services through a positive program designed to accommodate specific disabling conditions.

The District will comply with all state and federal laws with regard to persons with disabilities.

(Apprvd: 9/23/92; Revised 11/24/98)



4.3 PERSONNEL PROCEDURES

4.3.1 Notice of Vacancies

Wayne County Community College District supports the policy of informing current employees and the District's service community of vacancies. Every effort will be made to enhance the District's equal employment opportunity objectives. Postings for vacancies in approved positions will be posted at the direction of the Chancellor. Copies of postings will be provided to members of the Board by the most expeditious method.

(Apprvd: 9/27/72; Revised 6/22/83, 9/23/92, 11/24/98.
Supersedes Hiring Policy approved on 3/25/81.)

4.3.2 Physical Examinations - Exempt Staff

The Board of Trustees hereby adopts the following policy:

1. That the Chancellor's Executive Committee members (Chancellor and Vice Chancellors) be required to present themselves for a physical examination once each year.
2. That all physicals be scheduled and completed prior to the beginning of each fiscal year.
3. That these physicals be conducted by an Executive Health Office.
4. That the District reimburses the designated Executive Health Office for the cost(s) of physicals not covered by the District's hospitalization insurance plan.

Said policy to be implemented by Human Resources no later than June 1, 1979.

(Apprvd: 2/28/79; Revised 9/23/92, 9/30/98)

4.3.3 Employment - Educational Services Instructors

Wayne County Community College District adopts the policy that all instructors in Educational Services Programs will be assigned from an approved pool of instructors. Additions and deletions will be made upon approval of the Chancellor.

(Apprvd: 1/24/90; Revised 9/23/92, 11/24/98)

4.3.4 Transfers and Postings

Lateral transfers that result in no change in salary and the posting of vacant positions, previously included in the Board-approved budget, should be submitted as a report to the Board for information only and does not require Board action.

(Apprvd: 9/23/92)



4.3.5 Faculty Development and Evaluation

It is the policy of the Board of Trustees that a comprehensive system of faculty development and evaluation will be performed annually. This system shall provide for the development of plans by individual faculty members that interface faculty performance goals with the mission and goals of the District, regional campuses, and departments and programs. The system shall also provide for faculty professional development tied to the performance goals and professional development needs of the faculty members. The system shall include fair and comprehensive faculty evaluation processes designed to provide for:

1. Faculty member improvement.
2. Regular communications between the faculty member and the appropriate administrators.
3. Recognition of outstanding performance.
4. Resolution of performance problems, including discipline of individual faculty members.
5. Appeal of administrative decisions resulting from faculty evaluation.

The system will utilize the relevant sections of the AFT Master Labor Agreement and other legal considerations.

(Apprvd. 2/20/02)



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5.1 ADMISSIONS

5.1.1 Admissions Philosophy

Wayne County Community College District has an “Open Door” policy. All who may benefit from the learning experience at Wayne County Community College District are welcome. However, there are special admissions procedures for international students and for students under 18 years of age.

(Apprvd: 3/25/71; Revised 3/28/84, 6/8/92)

5.1.2 Admissions – General

Wayne County Community College District is an “Open Door” community college district granting access to students without regard to test scores, grade point averages, rank in class, or high school graduation. The only requirement is that a student must be at least 18 years of age, or must have completed high school or have a General Education Development Certificate or be a participant in a dual high school/college curriculum.

(Apprvd: 4/28/82; Revised 6/8/92, 9/30/98)

5.1.3 Admissions – Special: Under-Age and Dual

For those under 18 years of age, the possession of a high school diploma and approval of a parent or guardian is required. Current high school students may apply for enrollment at Wayne County Community College District by presenting written permission from a parent and/or guardian and their high school superintendent or designee of the school district to the Office of Admissions as dual enrollees.

(Apprvd: 6/8/92)

5.1.4 Admissions – Special: International Students

International students are admitted on a selective basis. Each student must demonstrate English proficiency (minimum score of 500 on the test of English as A Foreign Language), proof of U. S. equivalent high school graduation and the financial ability to pay.

(Apprvd: 6/8/92)

5.1.5 Admissions – Programs

While Wayne County Community College District is an “Open Door” community college district, admissions to some programs may require students to meet standards and procedures adopted by the Educational Affairs Division. Students should be admitted to a program to ensure that program requirements are satisfied. Occupational programs require formal admission prior to participation in such programs.

(Apprvd: 9/23/92; Revised 9/30/98)

5.2 SCHOLASTIC STANDARDS

5.2.1 Grading/Standards of Academic Progress

GRADING

Described below are the Grading System and Standards of Academic Progress for all students of Wayne County Community College District.

A = 4.0 Excellent
B = 3.0 Above Average
C = 2.0 Average
D = 1.0 Below Average
E = 0.0 Failure to complete course requirements satisfactorily
CR = Credit by Examination
CRE Credit for Experience
I* **Incomplete** – “I” grades may be awarded only after the last published date for official withdrawal from classes. The student must be passing the class in order to qualify for an “I” grade.

V** Audit – students visiting or auditing courses for no credit must declare this option during registration. Veteran and Financial Aid students are not eligible to take “V” courses.

WI*** Withdrawal by the Institution for failure to attend any class during the first one third (1/3) of the semester. NOTE: This withdrawal does not mitigate the financial responsibility incurred at registration.

W*** Student Withdrawal during the first half of the semester.

WP*** Withdrawal by the student doing passing work through the twelfth (12th) week of classes. Must have faculty permission.

WF*** Withdrawal by the student doing failing work through the twelfth (12th) week of classes. Must have faculty permission.

*District policy requires all students who earn an incomplete (“I”) grade to complete that course by the end of two consecutive terms after the term in which the “I” grade was given. Failure to complete course requirements within that time limit shall result in a grade of “E” replacing the “I” grade. Repetition of a course for which an “I” grade was received has no effect on the resolution of the original grade. A grade of “Incomplete” is given only when an unforeseen emergency prevents the student from completing the work in a course in which the student is passing and is given at the discretion of the instructor (only the last two [2] weeks of the semester).

**Courses selected for audit (“V”) cannot be converted to letter grades without repeating the course.

***While the grades V (Audit), WI (Institutional Withdrawal), or W, WP, WF, and XW(Withdrawal by the student) are not calculated as part of the official grade point average, all W grades will be counted in determining satisfactory progress for students receiving financial aid, veteran’s benefits, and continuing eligibility.

XW*** Walk-Away Status – applies to a student who attends at least one class during the first third of the semester, but fails to attend or officially withdraw from the course for the remaining two-thirds (2/3) of the semester.



STANDARDS OF ACADEMIC PROGRESS BASED ON GRADE POINT AVERAGE

1. Good Standing: A Student is in good standing who maintains a 2.0 or above cumulative grade point average (GPA). The cumulative GPA will consist of the total Wayne County Community College District credits carried.

2. Total credits carried in computing the cumulative GPA will not include:

- a. ****The lowest grade and those credits for a class which has been repeated, or;
- b. Classes on a CR, CRE, or V option and classes which are dropped during the official drop period (WP).

***While the grades V (Audit), WI (Institutional Withdrawal), or W, WP, WF, and XW (Withdrawal by the student) are not calculated as part of the official grade point average, all W grades will be counted in determining satisfactory progress for students receiving financial aid, veteran's benefits, and continuing eligibility.

****Students may not repeat for credit any course for which they have earned a "C" or higher grade at Wayne County Community College District. Exceptions may be made in special circumstances at the direction of the Vice Chancellor for Educational Affairs.

3. Probationary Status: Any student who has a cumulative GPA of less than 2.0 for three consecutive semesters is placed on probation. A student will be notified of probationary status on the semester grade report. This notice will be no later than the sixth (6th) week of the following semester. When a student is placed on probation, the following steps must be followed:

- a. The student will be assigned a counselor for prescriptive assessments and the determination of appropriate courses. It will be the student's responsibility to contact the counselor to schedule an appointment.
- b. A probationary student may not elect more than 9 credit hours for the fall/spring semesters; six (6) credit hours in the summer unless that student has the written authorization of the Vice Chancellor of Educational Affairs or designee specified in writing in the student's division.
- c. The student must schedule regular meetings with a counselor during the academic probation period.
- d. Continuing Probationary Status occurs when a GPA for a semester is 2.0 and the cumulative GPA remains below 1.99. If a student maintains a cumulative GPA of less than 2.0 for three consecutive semesters, that student is excluded from enrollment at Wayne County Community College District for one semester. A student may apply for re-entry through the Admissions office.

4. A Veteran Student whose cumulative GPA falls below 2.0 for two consecutive semesters will not be eligible for VA certification until he/she has once again achieved a cumulative 2.0 GPA

(Apprvd: 1/26/83, Revised 2/27/85, 9/23/92, 5/26/93, 5/24/00)

5.2.2 Satisfactory Progress for Financial Aid Eligibility

The District maintains that all students should make continued progress toward an educational goal. In an effort to assist students, the District has established the following standards of progress.

QUANTITATIVE:

A student must complete his/her program of study within 150 percent of the number of credit hours required for program completion. Academic year increments will be used to measure progress toward completion of a program within this maximum time frame. Credit hours completed will be compared to credit hours attempted. Credit hours completed must be equal to, or greater than, 67% of credit hours attempted. Non-credit courses are not included in the calculation of financial aid and are, therefore, not counted as credit hours attempted. Transfer credit, remedial and repeated courses will be counted as credit hours attempted. Withdrawal grades (with the exception of institutional withdrawal) and incomplete grades will be counted as attempted hours. Financial aid is not applied to a student's account until after institutional withdrawals are posted on the student's transcript.

QUALITATIVE:

Additionally, the District will review the qualitative progress at the end of each academic year. A cumulative grade point average (GPA) of 2.0 is required for continuance of financial aid after the end of each academic year.

NOTIFICATION:

Students who fail either the quantitative or qualitative test for academic progress will be notified in writing that further financial aid is denied. Instructions on how to appeal based on mitigating circumstances will be included in the notification. Mitigating circumstances include:

- 1) Death of relative to student
- 2) Injury or illness of student
- 3) Documented special circumstances

(Apprvd: 10/28/81; Revised 3/28/84, 9/23/92, 1/24/01)

5.2.3 Program Academic Standards

The Board of Trustees of Wayne County Community College District hereby authorizes the Chancellor to develop and promulgate standards for admission to and satisfactory progress in academic programs which vary from the general admissions and progress standards now in force. The Chancellor shall ensure that any such standards are appropriately published and communicated to students affected.

In addition, the administration shall clarify to students that the General Standards for Admission and Satisfactory Progress already in force shall be applicable to all students unless separate standards have been promulgated for specific academic programs.

(Apprvd: 11/28/84; Revised 9/23/92)

5.2.4 2.0 GPA Requirement for Graduation

It is hereby policy that requirements for graduation include a cumulative GPA of 2.0 or higher. No degree will be granted to any student who has less than a 2.0 cumulative GPA.

(Apprvd: 3/26/86; Revised 9/23/92)

5.2.5 Academic Focus

It is the policy of Wayne County Community College District to provide students with opportunities for participation in extra-curricular programs designed to enhance their academic experiences. Activities and experiences included, but not exclusively, are: intramural programs, student newspaper, Student Government, Program Council, student lounges and special programs.

The District prohibits all amusement, video and arcade-type games, both mechanical and electrical.

(Apprvd: 3/25/92; Revised 9/23/92)

5.2.6 Assessment Testing

Wayne County Community College District will conduct an assessment testing program in order to serve the interests of its constituents, to assure institutional effectiveness, and to improve the delivery of services. Placement testing will be required.

(Apprvd: 6/8/92; Revised 9/23/92)

5.3 STUDENT RIGHTS

5.3.1 Access to Student Academic Records/Information

A. Purpose

This policy statement outlines the policy of the Wayne County Community College District on the release of information from student records in compliance with the Family Educational Rights and Privacy Act of 1974.

B. Policy

A. Directory Information

Some information in student records and files is considered directory information. Unless the student notifies the Records Office in writing during the first week of each semester not to release the following information, it may, upon the discretion of the Vice Chancellor of Student Services for designee specified in writing, be released:

- (1) Student's name
- (2) Address
- (3) Telephone number
- (4) Date and place of birth
- (5) Major field of study
- (6) Participation in officially recognized activities and sports
- (7) Weight and height of members of athletic teams
- (8) Dates of attendance
- (9) Degrees and awards received
- (10) The most recent previous educational agency or institution attended by the student.

B. Other Student Records and Information

- (1) Properly authorized district officials have access to all records and information. These officials include academic administrators, directors of student-related offices, and individuals involved in student counseling and advising. Student transcripts, declaration of program intent, and applications for admission will be available to faculty members for academic assisting or placement purposes
- (2) The following records and information are confidential and may not be released except to those authorized in 2.B.(1) of this policy statement.
 - (a) Medical records and information
 - (b) Counselors' and administrators' notes to themselves
 - (c) Parents' financial statements
 - (d) Information filed prior to the passage of the Family Education Rights and Privacy Act of 1974.
- (3) Except as noted in 2.B.(1) and 2.B.(4), grades and other information in records not covered in 2.B.(2) of this policy statement may be released to no one except the student without written authorization by the student. When released, such information must be clearly marked "confidential."
- (4) Information in records not covered in 2.B.(2) of this policy statement may be released to the following agencies without written authorization by the student:
 - (a) Officials of another education institution provided that the student is notified of the release of such records or information.
 - (b) Governmental educational agencies.
 - (c) Accrediting agencies.



C. Challenge of Student's Official File Contents

Grades may not be challenged under this policy. If a student challenges other contents of his/her records, informal meetings may be held between the student and the Vice Chancellor of Student Services or designee specified in writing. If such informal meetings do not resolve the dispute, the following procedures will be used.

- (1) The student must write to the Registrar requesting a formal hearing.
- (2) The Registrar will then appoint as an impartial hearer a professional staff member of the District.
- (3) The appointed officer will conduct a hearing within 30 working days after receipt of the student's request.
- (4) The student must be given full opportunity to present evidence in support of his/her position.
- (5) The hearing officer will render a written decision within 30 days after conclusion of the hearing to the student and the Registrar.
- (6) Any challenges or decisions to which this policy statement is applicable are limited to issues involving the correction or deletion of inaccurate, misleading or inappropriate data in a student's records and files.

D. Other Provisions and Regulations

- (1) The Registrar must provide any and all student record documents requested by properly served subpoena. The student will be notified of the subpoena prior to release of any of his/her student record documents.
- (2) A record of when and to whom any information is released must be maintained in each student file. Directory information listed in 2.B and district officials listed in 2.B.(1) are excluded from this provision.
- (3) At any time files can be purged by the Vice Chancellor of Student Services or designee specified in writing and non-essential data removed unless the contents of the file have been challenged. Any information directly related to a student's permanent record cannot be purged.
- (4) A copy of this policy statement must be made available to a student upon request to the Registrar.
- (5) The District must publish this policy on a regular basis.

(Apprvd: 11/18/87; Revised 9/23/92)

5.3.2 Rehabilitation Act – Statement of Compliance

In accordance with Federal requirements of the Rehabilitation Act of 1973, there shall be no discrimination on the basis of handicap in Wayne County Community College District's programs, operations and activities, in the hiring, terms, and conditions or privileges of employment or any matter directly or indirectly related to such employment, or in the admission, education, and treatment of students.

(Apprvd: 5/28/80; Revised 3/28/84; 9/23/92)



5.3.3 Student Rights and Responsibilities – General

The enumeration of the following rights and responsibilities shall in no way be interpreted as denying the existence of other rights and responsibilities which a student holds as a student or citizen.

1. Purpose

This policy statement sets forth for all students of Wayne County Community College District, both part-time and full-time, the students' rights and responsibilities. The District will publish guidelines for conduct, and its disciplinary procedures. All students are expected to be aware of the substance.

2. Definitions

- A. **“District Community”** means any full- or part-time students, faculty members, members of the staff, or any others doing business with the District under contract or on a regular basis.
- B. **“Notice”** or “summons” means correspondence (1) deposited with the U. S. Postal Service by certified mail, addressed to the last known address of the addressee as shown on District records, or (2) personally delivered to the addressee, in which case the execution of a written receipt of delivery by the person delivering the correspondence showing the date, time, and place of delivery is considered sufficient proof of notice.
- C. **“Committee”** means the Student Discipline Committee.
- D. **“Hazing”** means those activities in Section 4.B(10).
- E. **“Published District Policy”** means any provision of a Board of Trustees policy or regulation, a published administrative directive, rule, regulation or procedure.
- F. **“Record”** means all written documents, forms, copies, reports, statements, tape recordings, or tangible evidence in a disciplinary action.
- G. **“District”** means the Wayne County Community College District.
- H. **“Campus”** means one of the campuses of Wayne County Community College District.
- I. **“District Officials”** means those in authority who have responsibility for the safety, welfare, and orderly conduct of the District and campus community, or who have had such authority and responsibility delegated to them, including trustees, officers, faculty and administrative staff.
- J. **“District Property”** means property owned, controlled, used, or occupied by the District or one of the campuses, including property physically removed from the campus.

3. Rights of Students

A. Access to Higher Education

Admission to the District is open to anyone qualified according to established admissions standards and resource limitations. The District must make available to all students the academic and behavioral standards required of all who register at the District campuses.

B. Freedom from Discrimination

No student or applicant for admission to the District may be discriminated against on the basis of race, color, religion, sex, age, physical handicap, or national origin by the District or any member of the District community. The District fully supports equal opportunity and will take all appropriate steps to insure inclusion of all students in the educational process.

C. Freedom of Speech, Expression, and Association

The rights of free speech, expression, and association as defined by the Constitution of the United States and developed by statutory laws and judicial decisions, are guaranteed to every member of the District community.

D. Rights of Privacy

Students have the right to be secure in their person, papers and effects against unreasonable searches and seizures. The District reserves the right to conduct inspection for reasons of health and safety.

E. Rights to Due Process

In administering this code, the District guarantees each student accused of violating a published District or campus policy those principles of due process and fundamental fairness established by the Constitution of the United States and developed by statutory law and judicial interpretation.

F. Confidentiality of Records

Each student must have access to all educational records pertaining to their application to or enrollment in the District and the District must protect student educational records from unauthorized dissemination. It is District policy to comply fully with the provisions and regulations of the Federal Family Education Rights and Privacy Act of 1974 and the Michigan State law.

G. Participation in District Shared Governance

The District guarantees the right of any student of the District to express opinions or to initiate or participate in the development of administrative policy/procedures as described by the Constitution of the Student Association of the Wayne County Community College District.

H. Student Government

The District has authorized and encouraged the establishment of a representative student government with the stipulation that it has no existence separate and apart from the District, and the ultimate authority rests with the Board of Trustees.

I. Student Organizations

The District recognizes the right of students to form organizations not forbidden by federal or state laws or District policy. Student organizations must be registered and approved through the procedures established by the District administrative procedure.

J. Student Publications

Student publications may deal with issues of interest and importance to the District community, provided they avoid use of libel, undocumented allegations, obscenity, attacks on personal integrity, deliberate deceptions, and harassment.

4. Responsibilities of Students

A. Conduct Required

The conduct of every student should reflect well on the institution and in no case should include conduct prohibited in 4.B below.

B. Conduct Prohibited

No student may engage in any of the following actions:

- (1) Commit an offense under any federal, state, or municipal criminal statute.
- (2) Violate any District policy or administrative procedure.
- (3) Fail to comply with the directives of any District/campus official (defined in 2.1 above) in the legitimate performance of their duties.
- (4) Furnish false information to the District/campus.
- (5) Fail to meet financial obligations to the District/campus.
- (6) Misuse of fire extinguishers or other safety equipment on District/campus property.

- (7) Interfere with or disrupt any District teaching, research, administrative, disciplinary, public service, or other authorized activity.
- (8) Engage in conduct that endangers the health or safety of member(s) of the District/campus community.
- (9) Use or possess District/campus keys for any purpose not authorized by District/campus officials.
- (10) All forms of hazing or acquiescence to hazing by Wayne County Community College District fraternities, sororities, organizations or other groups are prohibited. This policy is also deemed to be applicable to the prohibition against hazing as set forth in the WCCCD Student Handbook under the section, "Student Rights and Responsibilities," subheading "Policies and Procedures."

Definition: haze/hazing – to persecute or harass with meaningless, difficult, physical or psychologically humiliating tasks; to initiate (as into a District fraternity) by exacting humiliating performances from or playing rough practical jokes upon; to punish in a harassing or bullying manner by forcing unpleasant or unnecessary duties upon.

Any student accused of violating this policy shall be entitled to those principles of due process detailed in the Board of Trustees policy entitled, "Student Rights and Responsibilities."

- (11) The possession and use of alcoholic beverages on District/campus property owned and/or leased by the District.
- (12) Gamble (non-instructional) in any form, as defined by the State of Michigan Penal Code, on District/ campus property.
- (13) Possess, use, sell or distribute any quantity, whether usable or not, of any drug, narcotic or controlled substance as defined in the Michigan Controlled Substance Act.
- (14) Possess or use any firearm, ammunition, drug paraphernalia, or weapon on District/campus property except as a duly authorized law enforcement officer or for legitimate classroom instruction.
- (15) Possess, ignite, or detonate, except for instructional use, any explosive device, fireworks, liquid, or object which is flammable or which could cause damage by fire or explosion to persons or property while on District/campus property.
- (16) Steal, destroy, damage, or maliciously misuse property belonging to the District/campus or to any member(s) of the District/campus community.
- (17) Forge, alter, or misuse District/campus documents, forms, records, or identification cards.
- (18) Advocate either orally or in writing the conscious and deliberate violation of any federal, state or local law. "To advocate" means to address an individual or group for imminent action and steer it to such action, as opposed to the abstract espousal of the moral propriety of a course of action.
- (19) Enter or use any District/campus buildings, facilities, equipment, or resources without proper authorization.

- (20) Fail to maintain a current official mailing address in the office of Records and Registration or give a false address.
- (21) Knowingly (1) initiate, communicate, or circulate a report of a present, past, or future bombing, fire, offense, or other emergency that is false or baseless and that would ordinarily cause action by an official or volunteer agency organized to deal with emergencies; (2) place any member(s) of the District/campus community in fear of imminent serious bodily injury; or (3) forcibly prevent or interrupt the occupation of building, room, or aircraft, automobile, or other mode of conveyance.
- (22) Intentionally, knowingly, or recklessly harass or threaten to take unlawful action against any member(s) of the District/campus community, thereby causing or intending to cause harm or alarm.
- (23) Access individual student or District personnel records unless so directed by a supervisor in an employment setting.

(Apprvd: 9/27/72; Revised 3/28/84, 11/18/87, 5/23/90, 9/23/92; 9/30/98)

5.3.4 Soliciting, Selling, and Publicizing

No student shall engage in the business of soliciting or selling any services, activities, or goods, or make contracts for the delivery thereof, or sell or offer for sale tickets for goods, activities, or services, or solicit for any purpose whatsoever in facilities owned or under the control of the District without written permission from the Vice Chancellor of Student Services and/or the President of the specific campus. No student shall erect or otherwise display any sign or poster in buildings or on property owned or under the control of the District which advertises or otherwise calls attention to any product, service, or activity without permission from the Vice Chancellor of Student Services and/or the President of the specific campus.

(Apprvd: 11/18/87; Revised 9/23/92)

5.3.5 Use of the District Name

No student shall use the District name without express written authorization from the Vice Chancellor of Student Services except to identify affiliation with the District. District approval or disapproval of any program, project, policy, or position may not be stated or implied by any student/person without written authorization from the Chancellor of the District.

(Apprvd: 11/18/87; Revised 9/23/92)

5.3.6 Student Academic Responsibility

All students are expected to conduct themselves so as to maintain academic integrity. The administration will publish the rules and the investigative and disciplinary procedures designed to protect the academic integrity of the District, the rights of students, and the rights of students accused of academic dishonesty.

(Apprvd: 11/18/87; Revised 9/23/92)

5.4 STUDENT FINANCES

5.4.1 Bad Check Policy

Wayne County Community College District will assess a fee for each check returned by the Bank. Procedures will be published by the Administration.

(Apprvd: 11/23/82; Revised 3/28/84, 9/23/92)

5.4.2 Financial Aid Disbursement

The Administration shall adopt procedures for the disbursement of financial aid and shall publish such procedures.

(Apprvd: 7/23/80; Revised 9/23/92)

5.4.3 Foreign Currency

It is hereby policy of the Board of Trustees that all payments for tuition and fees must be paid in U.S. Currency or other negotiable instruments, payable in U. S. Currency (checks, drafts, money orders, credit cards), consistent with existing District policy and/or procedure.

(Apprvd: 2/23/83; Revised 3/28/84, 9/23/92)

5.4.4 Tuition Deferral Plan

It is hereby the policy that students making direct payment of at least 65% of their tuition and fees by a prescribed date each term shall be allowed to register and defer the balance of their payment. However, per the administrative procedure, the chancellor shall maintain the authority to review and adjust the tuition deferral plan as necessary between a 45-85% range.

(Apprvd: 3/26/86; Revised 6/23/87, 9/23/92, 7/27/11)

5.4.5 Waivers for Repeated Classes

Employees, relatives of employees, seniors and others who take classes via waiver shall not be allowed to repeat a class for credit after a grade of "C" or better has been earned. This does not preclude individuals from auditing courses on a repetitive basis.

(Apprvd: 3/27/91; Revised 9/23/92)

5.4.6 Military Refund Policy

A student belonging to the Armed Forces or the Michigan National Guard who is called to active duty will be allowed to withdraw from classes without penalty and receive a 100% refund of his/her tuition and fees provided he/she has not completed the course(s) for which he/she is seeking a refund.

(Apprvd: 1/23/91; Revised 9/23/92)



5.5 MISCELLANEOUS

5.5.1 Student Attendance

Students are expected to attend all class meetings scheduled in the courses for which they are registered. Absence does not excuse the student from responsibility for class work or assignments missed. Students are required to be present at the final examination in order to receive credit in a course.

(Apprvd: 11/24/81; Revised 9/23/92)

5.5.2 Student Re-Entry and Retention in Career Programs

A. Student Re-Entry into Career Programs

Two (2) failures in core courses in any career program will result in automatic exclusion from that program. Students have the right to appeal to the District-Wide Program Re-Entry Committee for consideration to re-enter. The decision of this Committee will be final. This policy will become effective Fall Semester, 1982.

B. General Re-Entry

Students who re-enter the District after three or more years of non-enrollment must re-enter under the curriculum requirements and regulations currently in effect as stated in the catalog for the year in which the re-entry occurs.

(Apprvd: 3/24/82; Revised 9/23/92, 5/26/93)

5.5.3 Senior Citizens Tuition Waiver

In compliance with Public Act No. 5 of the Public Acts of 1980 amended Section 123 of Act No.331, it is hereby policy of the Board of Trustees to afford free tuition to those students who are 60 years of age or older at the time of registration.

Senior Citizen Tuition Waivers shall be granted on a seat availability basis in regularly scheduled academic classes. Community service fees shall be waived for the senior citizen extension courses.

(Apprvd: 9/25/80; Revised 3/28/84, 3/26/86, 9/23/92)

5.5.4 Residency

Wayne County Community College District hereby defines residency for administrative and tuition purposes as follows:

a. Resident

Citizens or permanent residents of the U.S., or those legally admitted to the country and possessing a permanent U.S. visa and who reside within the Wayne County Community College District service district at the time of registration shall be assessed the resident tuition rate.

b. Out-of-District Resident

A U. S. citizen, or permanent U.S. resident, or those persons legally admitted to the country and possessing a permanent U.S. visa or legal student visa residing within the state but outside of the District service district shall be assessed the out-of-district tuition rate.

c. Out-of-State Resident

A U.S. citizen or permanent U.S. resident, or those legally admitted to the country and possessing a permanent U.S. visa, or foreign student possessing legal student visa.

d. Special Residency

Children of deceased, 100% disabled, or missing Michigan veterans, between the ages of 16 and 22 and who are state resident for 12 months, per the State of Michigan statutes, may receive free tuition and fees for 36 months at State-supported colleges.

North American Indians receive free tuition after they have resided in the State for 12 consecutive months. The State, upon proper certification, shall reimburse the District for the tuition as waived.

The District shall require appropriate documentation from students to verify residency and citizenship such as rental lease, utility bills, driver's license, etc. In the event that a student's residency is not clearly established at the time of registration, he/she shall be assessed the out-of-district or out-of-state tuition rate as defined in 'b' and 'c.'

(Apprvd: 3/28/84; Revised 9/23/92)

5.5.5 Student/Faculty Nepotism

To avoid the appearance of undue influence in the assignment of grades or in the completion of course work, it shall be prohibited for an individual to enroll in courses taught by the individual's parent, child, sibling, or spouse. Exceptions to this policy shall require submitting a written request to and receiving permission from the Vice Chancellor of Human Resources and Accountability/Title IX Coordinator prior to enrolling. The Vice Chancellor of Human Resources and Accountability/Title IX Coordinator shall report to the Educational Affairs Committee of the Board of Trustees all such requests, approvals, and/or denials.

(Apprvd: 11/15/89; Revised 9/23/92, 9/23/15)



DIVISION VI - INSTRUCTIONAL PROGRAM

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6.1 AGREEMENTS

6.1.1 Instructional Articulation Agreement

It is the policy of Wayne County Community College District to encourage and support the establishment of instructional articulation agreements with institutions of higher education and K-12 school districts, and other related educational providers, subject to appropriate evaluation. The purpose of these agreements is to insure that students receive the maximum utilization of earned credits, and to facilitate the transition of students from one educational level to another.

(Apprvd: 3/24/82; Revised 9/23/92, 5/30/13)

6.1.2 Sponsored Projects

It is the policy of Wayne County Community College District to encourage faculty members, or groups of them, as well as non-teaching staff members, to seek outside support for projects that will contribute to the goals and philosophy of the District, and which are in the best interests of the District and the community it serves.

It is a corollary of this policy that the initiative for undertaking projects with outside support lies with the faculty and/or non-teaching staff of the District.

It is the policy of Wayne County Community College District to encourage the close integration of sponsored project activities with the overall instruction activity of the District, including the employment of students on projects and the use of project facilities for regular classroom instruction.

It is the policy of Wayne County Community College District to encourage the dissemination of the findings of any sponsored project, where such dissemination is feasible, broadly within the District, and beyond it to other institutions and agencies.

It is the policy of Wayne County Community College District to prohibit the use of its facilities or personnel to any sponsored project the primary purpose of which is commercially or industrially self-serving to the sponsor.

It is the policy of Wayne County Community College District that the District discharge its responsibility for detailed accountability in the stewardship of outside funds, both public and private, received for the initiation and conduct of various projects, and provide a clear, orderly method by which all members of the District staff can initiate proposals for sponsored projects and conduct them with the greatest efficiency, by developing procedures for the proper administration and review of proposals and resultant projects.

It is the policy of Wayne County Community College District that in the development of all projects intended for sponsor support, primary consideration be given to coordinating the project with the resources and activities of local, state, and federal groups and agencies, thus reinforcing the District's philosophy of functional integration of the District with the community.

(Apprvd: Special Meeting 12/21/70; Revised 9/23/92, 5/30/13)

6.1.3 Accreditation

The Wayne County Community College District Board of Trustees shall uphold the educational standards required to maintain its accreditation by the Higher Learning Commission of the North Central Association of Colleges and Secondary Schools, 30 North LaSalle Street, Suite 2400, Chicago, Illinois 60602-2504, (800) 621-7440.

(Apprvd: 5/27/87; Revised 9/23/92, 7/09, 5/30/13)

6.1.4 Services to High School Age Youth

The primary mission of Wayne County Community College District is the delivery of instruction and support services to the postsecondary student.

In recognition of the high school districts' primary responsibility for the education of high school age youth, Wayne County Community College District encourages the student to complete his/her secondary education in the public or private high school.

Educational services will be provided by Wayne County Community College District to serve the needs of high school age youth within statutory and fiscal limitations. Public and private schools will be informed annually of the services provided. These services include:

1. High School Contract Services;
2. Post-secondary courses offered to currently enrolled high school students;
3. Appropriate counseling, evaluation, and career exploration services to high school students;
4. Rental of facilities based on availability and Prioritization process;
5. In addition, other co-curricular services are provided, such as: tours, career films, and speakers.

(Apprvd: 5/27/87; Revised 9/23/92, 9/30/98, 5/30/13)

6.1.5 Instructional Contracts

The Wayne County Community College District Board encourages contracts with public and private institutions for the instructional services of Wayne County Community College District. The Board may, upon request, furnish instructional services to districts, school boards, municipalities, and institutions in other areas within the State.

Basis for reimbursement to Wayne County Community College District shall be agreed upon with the requesting agency's governing body.

(Apprvd: 5/27/87; Revised 9/23/92, 5/30/13)

6.1.6 Non-Credit Offerings

Consistent with the Mission Statement of the District, the administration may assess fees to organizations and individuals with non-credit offerings.

(Apprvd: 5/27/87; Revised 9/23/92, 9/30/98, 5/30/13)

6.2 DEGREES

6.2.1 Instructional Program Criteria

The District will develop, implement, modify or discontinue programs in accordance with program criteria. Recognition with differing titles: namely, Associate of Arts, Associate of Science, Associate of Applied Science, Associate in General Studies, Certificates, and Apprentice Programs, is granted for educational achievements.

Criteria are established as necessary to assure quality and consistency of programs within the District.

I. GENERAL CRITERIA FOR PROGRAM RECOGNITION

- A. Programs requiring accreditation, approval by outside agencies or organizations, or programs whose graduates must be eligible to write licensure or certification examinations shall be adjusted to meet such standards as well as the prescribed criteria for the District.
- B. Program designers of any given curriculum will take into consideration the recommendations of the Program Advisory Committee.
- C. At least 25% of any program's credits must be earned at WCCCD
- D. Wayne County Community College District accepts for transfer credit only grades of "C" or better from other institutions of higher education which meet the following criteria:
 1. The institution is accredited at the college level by an agency that has been listed as nationally recognized by the Secretary of Education;
 2. The institution holds reaccredited or candidacy status at the college level with a nationally recognized accrediting agency, or;
 3. The institution has qualified under the "three institution certification method" established by Section 120 or the Higher Education Act of 1965. By this method, the Secretary of Education verifies that not fewer than three accredited college level institutions have accepted and do accept the unaccredited institution's credits, upon transfer, as though coming from an institution accredited by a nationally recognized accrediting agency.

Credits for courses taken at other institutions will be evaluated for equivalency by the Records Office when official transcripts are received.

II. SPECIFIC CRITERIA FOR PROGRAM RECOGNITION

A. Associate Degree in Applied Science

1. Associate degree programs in Applied Science are developed to assist persons preparing for, or advancing in, an occupation. Curricula of Associate Degree programs are designed by taking into consideration state-wide competency requirements of the given business and/or industry.
2. Associate degree programs in Applied Science require a minimum of 60 semester credits or an equivalent. Deviation beyond 72 credits in the curriculum requires special permission of the Chancellor (e.g., licensure, certification and other requirements).
3. Curricula with more than the minimum credits shall reflect the additional credits in either the occupational specific or occupational supportive area or combinations thereof.
4. Occupational Specific Course Requirements – Minimum 27 Credits
 - a. Occupational specific courses are those program courses which contain instruction directly related to a specific occupational area.
5. Occupational Supportive Course Requirements – Minimum 9 Credits
 - a. Occupational supportive courses are those program courses which support and/or form the foundation for the occupational content of the program. These courses will be drawn from natural sciences, mathematics, social and behavioral sciences, communicative skills and other disciplines.
6. General Education Requirements – Minimum 18 Credits
 - a. General education courses are those program courses which relate to the effective functioning of the individual in both occupational and community settings. These courses shall be drawn from communicative skills, behavioral and social sciences with a minimum of three semester credits in each of these areas.
7. Elective Course Requirements – Minimum 6 Credits
 - a. Elective courses are those program courses which are determined by the student and can be drawn from any program within the District.

B. Associate Degree(s) in Art or Science

1. Associate Degree programs in Art and Science are developed and conducted to assist persons preparing to transfer to senior institutions as well as to offer a broad exposure to the major fields of knowledge.
2. Requirements for the Associate of Science degree, with the exception of the Natural Science Group Requirement, are the same as for the Associate of Arts degree.
3. Courses are distributed in the following manner and should be transferable.
 - a. **ENGLISH:** Six credit hours required.
 - b. **SOCIAL SCIENCE:** Nine credit hours required.
 - c. **MATHEMATICS AND NATURAL SCIENCE:** Eight credit hours required for Associate of Arts Degree.
 - d. **HUMANITIES:** Nine credit hours required.
 - e. **AMERICAN GOVERNMENT:** Three credit hours required.
 - f. **ELECTIVES:** Twenty-eight credit hours.

III. ASSOCIATE IN GENERAL STUDIES

- A. The Associate Degree in General Studies is designed for students wishing to study in a variety of areas without concentrating in a single area. This degree is not intended to be transferable.
- B. The Associate Degree in General Studies requires a minimum of 60 semester credit hours. At least 15 credit hours must be completed at Wayne County Community College District.
- C. Courses are distributed in the following manner.
 1. **ENGLISH:** Six credit hours of college level English is required.
 2. **MATHEMATICS:** Three credit hours required for Associates of Arts Degree.
 3. **SCIENCE:** Three credit hours required.
 4. **HUMANITIES:** Three credit hours required.
 5. **AMERICAN GOVERNMENT:** Three credit hours required.
 6. **ELECTIVES:** Forty-two credit hours.



IV. CERTIFICATE PROGRAMS

- A. Certificate programs are based on local needs of agencies, business and industry and are designed to assist persons preparing for, remaining or advancing in, an occupation.
 - 1. Short-term certificates have a minimum of ten credits and a maximum of twenty nine.
 - 2. One-year certificates have a minimum of thirty credits and a maximum of thirtyfive credits.
 - 3. Two-year certificates have a minimum of sixty credits and a maximum of 72 credit
- B. Occupational Specific Course Requirements
 - 1. Seventy percent to 100 percent of the total program credits shall be in courses which are occupational specific.
 - 2. Occupational specific refers to those program courses which contain instruction directly related to a specific occupational area.
- C. Occupational Supportive/General Education
 - 1. Credits in occupational supportive general education may not exceed 30 percent for total program credits.
 - 2. Occupational supportive/general education courses are program elements that relate to effective functioning in an individual's occupational and community settings.
 - 3. These courses will be drawn from natural science, mathematics, social and behavioral sciences, communicative skills, and other disciplines.

V. APPRENTICE PROGRAMS

- A. Apprentice programs are developed to assist indentured apprentices acquire the related training necessary (academic and technical skills) for all aspects of their trade.
- B. The length of the Apprentice Program will vary according to the specific trade.
- C. Occupational Core Requirements
 - 1. A minimum of 90% of the instruction will be Occupational Core.
 - 2. Occupational Core refers to the content areas of applied math, applied drawing, drawing interpretation; trade and technical information; and skill development, as identified by local, state or national Joint Apprenticeship Committee.
- D. Support Courses
 - 1. A maximum of 10% of the instruction may be in support courses.
 - 2. Support courses include the content areas of employer/employee relations and communications (report writing, speaking, etc.,).

(Apprvd: 11/28/84; Revised 7/22/87, 4/26/89, 1/23/91, 9/23/92, 5/30/13)

6.2.2 Program Accountability

Wayne County Community College District will evaluate its educational offerings to assess the quality and relevance of these programs to the needs of students and the community served by Wayne County Community College District. As a result of the evaluation process, strengths of the program will be highlighted and concerns or weaknesses identified so that adjustments can be made and action taken to improve the quality of the program, to modify the program, or to discontinue the program and make way for initiating new instructional efforts.

Program evaluation procedures will be written in accord with the District's Mission Statement, and with the goal of maintaining accreditation by the Higher Learning Commission of the North Central Association, and in compliance with State Policies.

Reports and administrative recommendations, resulting from program evaluation efforts, will be presented to the Board of Trustees of Wayne County Community College District.

(Apprvd: 10/29/86; Revised 9/23/92, 5/30/13)

6.2.3 Program Development

Wayne County Community College District will develop programs in relation to community needs. Programs may be certificates, 1-year, 2-year, and short-term or Associate of Arts, Associate of Science, and other Associate degrees. They will be developed to comply with the degree standards as outlined in Board Policy, Division VI – Instructional Program, 6.2.1, Instructional Program Criteria.

Board of Trustees approval is required for the adoption of all Academic Programs.

(Apprvd: 5/27/87; Revised 9/23/92, 9/30/98, 5/30/13)

6.2.4 Modification and Improvement of Instructional Programs and Courses

Facilities and services of the District professional staff will be provided on a District-wide basis to assist the faculty with the modification and improvement of instructional programs and courses in all instructional divisions both day and evening.

The faculty will be assisted in the implementation and evaluation of new or existing methods of educational communications.

Wayne County Community College District is committed to educational excellence. Educational quality will be maintained through the revision of curriculum and the updating of programs to keep them current with social trends, a constantly changing ethnic mix, economic climate and technological demands.

(Apprvd: 10/29/96, Revised 5/27/87, 9/23/92, 5/30/13)

6.2.5 Graduation with Honors

Students who complete degree requirements with exceptionally high scholastic averages are eligible to receive degrees with honors. Those who have earned a cumulative grade point average of 3.75 – 4.00 are eligible to be graduated summa cum laude; a grade point average of 3.50 – 3.74, magna cum laude; and a grade point average of 3.25 – 3.49, cum laude. In computing the grade point average, all courses taken at Wayne County Community College District are considered, excluding those for which a higher grade has been earned through repeating the course. No course will be counted more than once in this calculation.

(Apprvd: 10/28/87; Revised 9/23/92, 5/30/13)

6.2.6 Distance Learning Technologies

It shall be the policy of Wayne County Community College District to provide greater access to educational courses and programs (both credit and non-credit) through distance learning technologies and methodologies.

Distance learning technologies and methodologies may be used to:

- A. Deliver Wayne County Community College District courses and programs to its students, community, and business constituents;
- B. Export Wayne County Community College District courses and programs for off-campus offerings at remote sites; and
- C. Import courses and programs not offered by Wayne County Community College District for its students, community, and business constituents.

(Apprvd: 3/27/96)

6.3 MISCELLANEOUS

6.3.1 Discontinuance of an Academic Program

Upon administration's review of an academic program, it may be determined that a given program should be recommended to the Board of Trustees for discontinuance. In the event the Board of Trustees approves discontinuance of a specific academic program, the administration will initiate all necessary actions to assure that all enrolled individuals shall have up to twenty-four (24) months to complete all program requirements. Such a provision will insure that no student will be adversely affected by possible program discontinuance.

(Aprvd: 12/18/84; Revised 9/23/92, 5/30/13)

6.3.2 Scheduling Instructional Programs and Courses

Programs and courses of instruction offered during the regular day and evening school year will be established by the District. Coordination will include planning, scheduling, evaluation, and instructional publications.

(Aprvd: 5/27/87; Revised 9/23/92, 9/30/98, 5/30/13)

6.3.3 Advisory Committees

A. Career Education Programs

The Wayne County Community College District Board of Trustees shall appoint an Advisory Committee for each occupational specialty which is a regular part of the academic program. Recommendations for membership in the committees shall be made by the Chancellor in consultation with the Vice Chancellor for Educational Affairs and/or administrative staff.

B. Career and Support Programs

The Board of Trustees shall appoint a Career Commission that will provide expert advice to the Chancellor on matters relating to the overall impact and effect of career and support programs within the instructional divisions of the District.

(Aprvd: 5/27/87; Revised 7/31/91, 9/23/92, 9/30/98, 7/09, 5/30/13)

6.3.4 Transfer Guarantee

I. GUARANTEE

Wayne County Community College District will make a tuition refund to any Wayne County Community College District graduate for courses completed at Wayne County Community College District with a grade of "C" (2.0) if credit for that course does not transfer to a college or university within two years of graduation from Wayne County Community College District. Guaranteed courses must be listed on the transfer institution's official course equivalency guides dated 1988 or later and on file in the Student Services Counseling Office.

II. SPECIAL CONDITIONS

- A. The Associate degree must be earned after January 1, 1988.
- B. The course equivalency guide of the transfer institution must be on file in the Student Services Counseling Office.
- C. A minimum of 2.0 (out of a possible 4.0) ("C" grade) earned in courses transferred.
- D. All other admission requirements must be met at the baccalaureate degree institution.
- E. Transfer to a baccalaureate degree institution within one year of completion of an Associate of Arts or Associate of Science at Wayne County Community College District.
- F. Wayne County Community College District cannot guarantee courses transferred from other institutions.
- G. Tuition Reimbursement: If all of the stated requirements and special conditions are met, Wayne County Community College District will refund tuition and waive fees for any course that is not accepted by the baccalaureate degree institution to which application has been made.

(Aprvd: 10/28/87; Revised 9/23/92, 5/30/13)

6.3.5 Textbook Adoption

The same principal textbook(s) shall be used in all sections of any course taught within Wayne County Community College District. The principal text(s) will be indicated on the Course Outline, which is the official record of this information. The file of current Course Outlines is maintained by Instructional Services.

Book adoptions will remain in force for at least two academic years, effective the Fall, 1990 semester, unless extenuating circumstances require a more frequent change.

Textbook adoptions will be based upon an approved departmental selection procedure.

This uniform text policy does not prohibit an instructor from enriching a course by requiring supplemental reading materials. However, these materials must receive the recommendation of the department and the approval of the Vice Chancellor for Educational Affairs.

(Apprvd: 3/18/90; Revised 9/23/92, 5/30/13)

6.3.6 Course Section Cancellation Due to Enrollment

The District will only offer a course section in those instances where a pre-determined minimum of tuition-paying students are registered in the section prior to the published cancellation date. Students for whom tuition is waived shall not be considered in determining if there is sufficient enrollment to justify offering a course section.

(Apprvd: 3/27/91; Revised 9/23/92, 5/30/13)

6.3.7 Course Development

It is the policy of the Wayne County Community College District that, if a member of the faculty or any other person receives compensation to develop a course regardless of the course delivery system, the product shall become the property of the District. The course material, if appropriate, shall be teacher-ready for anyone qualified and certified to teach the course.

(Apprvd: 5/24/00)